



Australian  
Human Rights  
Commission



IncludeAbility

# Finding a job



Easy Read

[www.humanrights.gov.au](http://www.humanrights.gov.au)

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CID made this document Easy Read.

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# About this guide



This guide is about how you can find a job.



This guide will also talk about how you apply for jobs.



It will talk about where to find support.



When you find a job you would like you should read our guide called

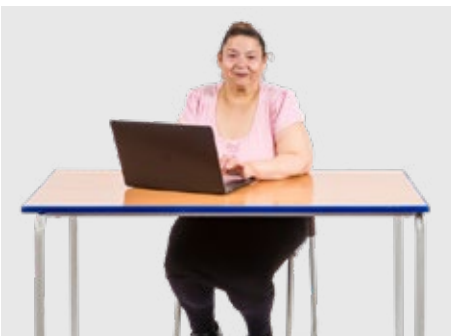
**Writing a resume and cover letter.**

# Finding a job

## Online

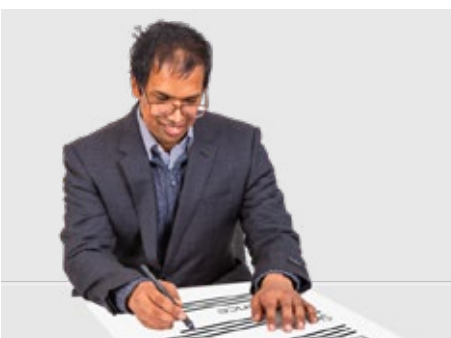


You can find most jobs online.



You can use websites to help you

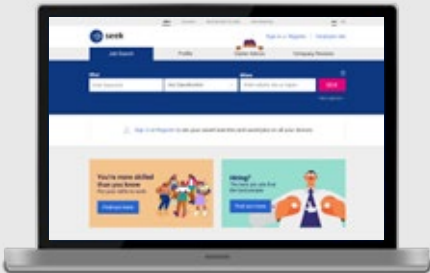
- Find a job
- Apply for a job



When you **apply** for a job you tell the business or organisation why you want the job.

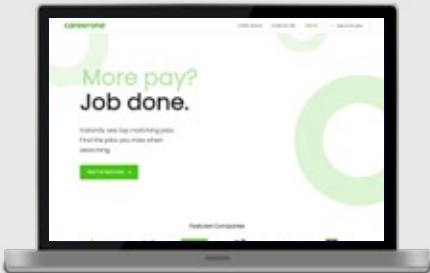
You must fill in a form to apply or send a letter.

You can look for jobs on these websites



**Seek**

[www.seek.com.au](http://www.seek.com.au)



**CareerOne**

[www.careerone.com.au](http://www.careerone.com.au)



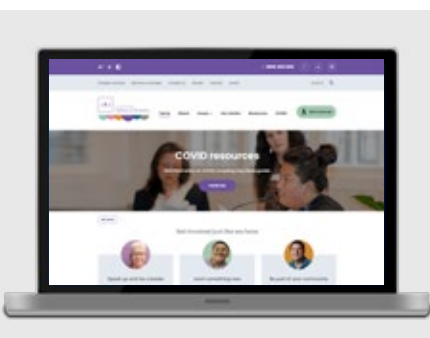
**Indeed Australia**

[au.indeed.com](http://au.indeed.com)



**Ethical Jobs**

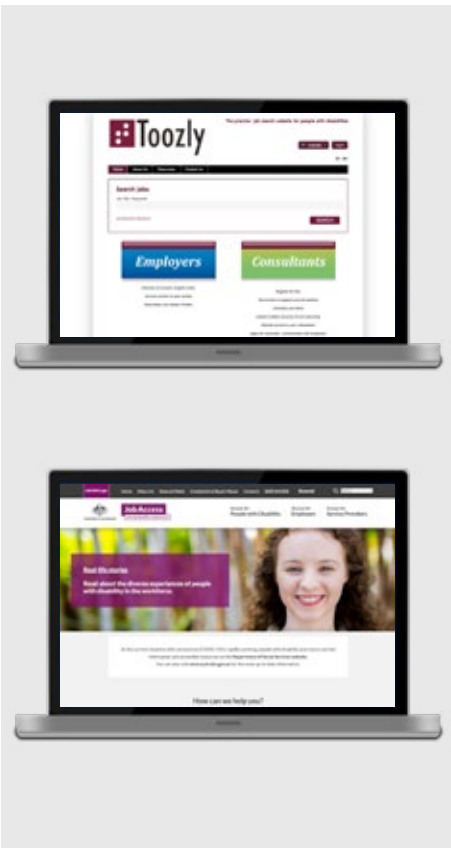
[www.ethicaljobs.com.au](http://www.ethicaljobs.com.au)



You can look at the website of a workplace you like to see if they have any jobs.



There are job websites for people with disability.



You can look at

**Toozly**

**[www.toozly.com.au](http://www.toozly.com.au)**

**Job Access**

**[www.jobaccess.gov.au](http://www.jobaccess.gov.au)**



Job Access has information about finding a job.

# Australian Public Service



You might want to work in the Australian Public Service.

**APS** for short.



**Australian Public Service** means you work for the government.

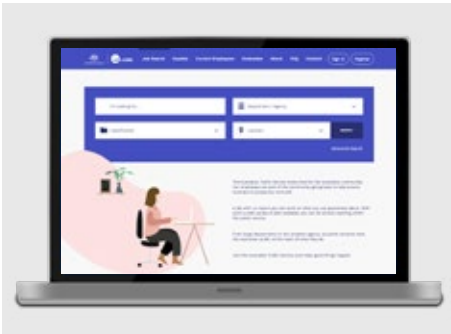
They have lots of different jobs.



If you want to work in the Australian Public Service go to

**[www.apsjobs.gov.au/s/](http://www.apsjobs.gov.au/s/)**

# RecruitAbility



RecruitAbility is a plan to help people with disability work in the APS.



If you have a disability RecruitAbility may help you get to the next stage of the interview.



You will still need to have the right skills for the job.



For more information about RecruitAbility go to **[www.apsc.gov.au/recruitability](http://www.apsc.gov.au/recruitability)**

This website is not in Easy Ready.



## State and territory jobs



States and territories are different areas of Australia.

They all have government jobs.



To work for a state or territory you can go to

**Australian Capital Territory**

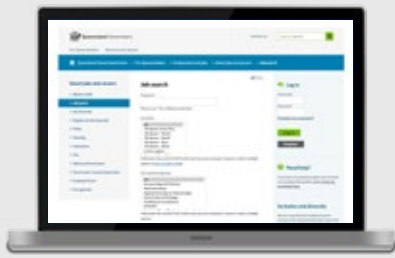
[www.jobs.act.gov.au](http://www.jobs.act.gov.au)

**New South Wales government**

[www.iworkfor.nsw.gov.au](http://www.iworkfor.nsw.gov.au)

**Northern Territory government**

[www.jobs.nt.gov.au/Home/Search](http://www.jobs.nt.gov.au/Home/Search)



**Queensland government**

**[www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)**



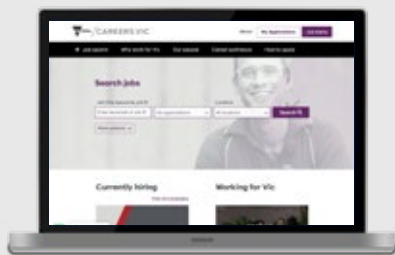
**South Australian government**

**[www.iworkfor.sa.gov.au](http://www.iworkfor.sa.gov.au)**



**Tasmanian government**

**[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)**



**Victorian government**

**[www.careers.vic.gov.au](http://www.careers.vic.gov.au)**



**Western Australian government**

**[www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)**

## In person



If you know a place that you would like to work for you can ask them if they have a job.

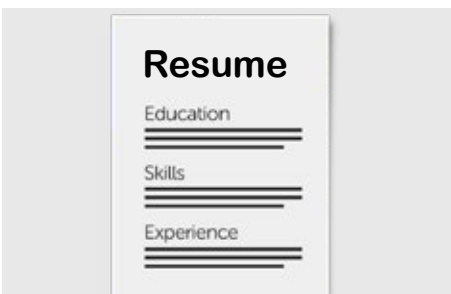


This could be a cafe that you like or a book store.

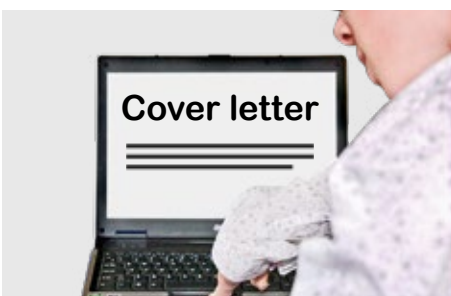


You can

- Tell them a bit about yourself
- Say why you would like to work there
- Give them your **resume** and **cover letter**



A **resume** is information you give to a workplace about your skills and education.



A **cover letter** is a letter that tells a workplace why you would be right for the job.

# Volunteering



**Volunteering** means to work for free.



Sometimes a job comes up where you volunteer.

You might be able to get that job because they know you already.



Some workplaces only use their volunteers. They make you work hard for no money.



If you are looking for paid work you need to tell the place you volunteer for.



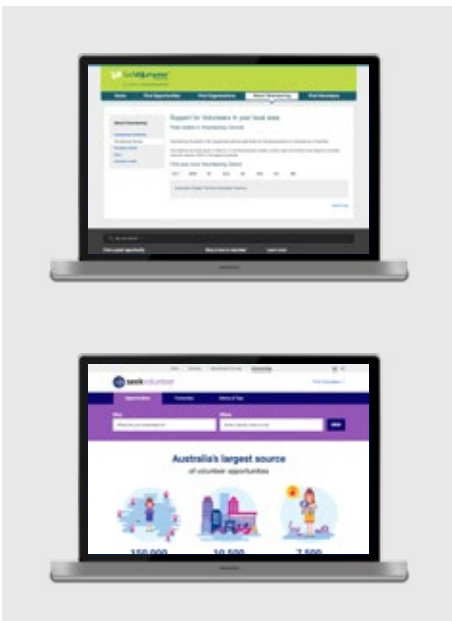
You should only volunteer as much of your time as you would like.

## Where you can go to volunteer



Most states and territories have a volunteer centre.

**Volunteer centres** can help you get a volunteering job in your area.



If you would like to volunteer you can visit

For more info go to

**[www.govolunteer.com.au/about-volunteering/volunteering-centres](http://www.govolunteer.com.au/about-volunteering/volunteering-centres)**

**Seek Volunteer**

**[www.volunteer.com.au](http://www.volunteer.com.au)**



You can also volunteer at a **charity**.



**Charity** means a place that helps people.

# Finding a job through people you know



The people you know can help you get a job.



Many people find a job through

- Family
- Friends
- Other people they know



Trying to get a job is hard if people do not know you or your skills.



The people you know well know your skills and what job you might be good at.



Think about someone you know who has a job that you would like to do.



You can ask this person about their job and the workplace.

They might be able to help you get a job or volunteer work there.



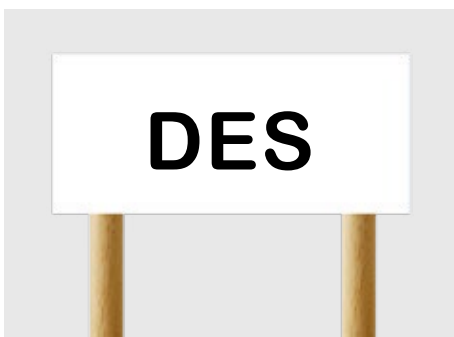
The people you know are a good way to get a job because they know you and your skills.

They know that your disability does not stop you from doing a good job.

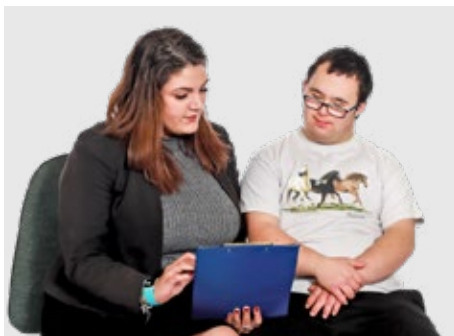
# Disability Employment Service



A **Disability Employment Service** helps people with disability find a job.



**DES** for short.



A DES will get to know

- Who you are
- What your skills are
- What goals you have



For more information go to

**[www.jobaccess.gov.au](http://www.jobaccess.gov.au)**