

Embrace Access

DREAM
Employment
Network



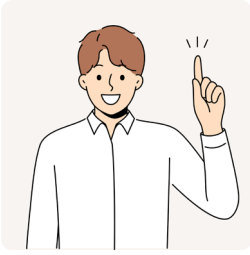
Children and Young People
with Disability Australia

Applying for a job



Easy Read

About this book



This book is about applying for a job.



This book is about

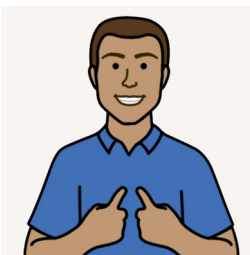
- making resumés



- making cover letters



- going to job interviews



- giving **evidence** of your disability.

Evidence means proof you have disability.
For example, a letter from your doctor.



Your resumé

A resumé is also called a **CV**.



Your resumé must include your **skills**.
For example, the things you are good at.

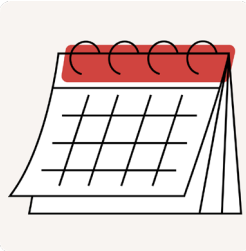


Your resumé must include your **qualifications**.
For example, your schooling or other degrees.



Your resumé must include your **work experience**.
For example, jobs you did in the past.

Your work experience



In your resumé, make sure you include

- the dates you started each job



- the dates you finished each job.



It is okay to have dates when you did **not** work.
For example, time off because of your disability.



Employers might ask **why** your resumé has
dates when you did **not** work.



You might think of some answers before the
interview day.

Your cover letter



Your cover letter is a document that says

- why you want the job



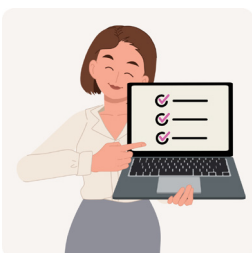
- why you are the best person for the job.



Address the cover letter to the person who will read it. For example, start with **Dear John Smith**.



To find out **who** the reader is, check the **position description** or ask the organisation.



The position description includes information about the job, and skills you need.

Writing about your disability



You do **not** have to write about your disability in your cover letter or resumé.



You might choose to write about your disability.



Your cover letter might explain how disability makes you stand out.

Disability can help you stand out

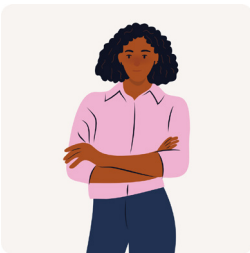


You might say disability makes you

- a positive person who does **not** give up easily



- a good problem solver



- a hard worker.

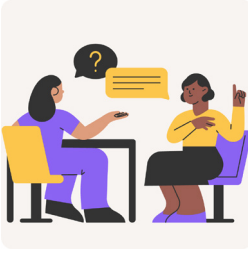


Some employers might **not** understand your strengths as a person with disability.



Writing about your disability is a great way to teach employers, and control your story.

Job interviews



Employers will ask you to do a job interview if they like your resumé and cover letter.



A job interview helps employers get to know you.

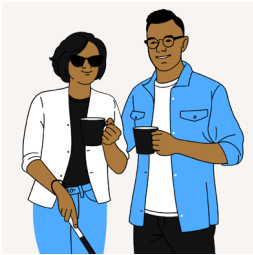


Employers will ask you questions to make sure you are right for the job.

5 tips for your job interview



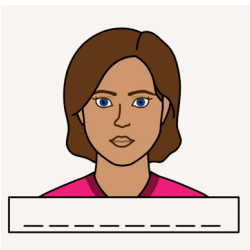
1. Get to the interview at least **5 minutes** early.



2. Wear **professional** or work clothing. For example, do **not** wear tracksuit pants or hoodies.



3. Ask your employer questions about the job or the organisation to show you are interested.



4. Remember the names of people in the interview.



5. Make eye contact or try to look near the person's face when you talk to them.

Evidence of disability



You do **not** have to tell employers about your disability.



But some jobs are **only** for people with disability.



Sometimes employers **must** see evidence or proof of your disability. For example, a letter from

- your doctor



- Disability Employment Services.

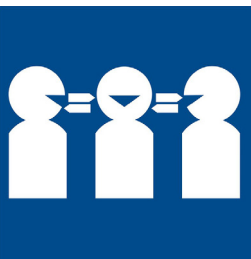
Ask for what you need



Sometimes employers do **not** make it easy or accessible for everyone to apply.



You can ask for what you need to apply.

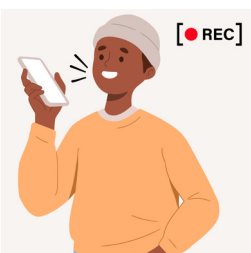


You might ask if

- you can use an interpreter at your interview



- you can see the interview questions first



- you can record a video of your answers.

Get support

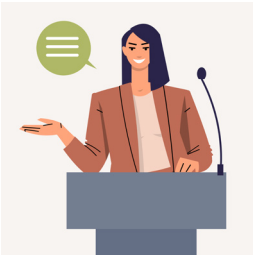


It can be hard to apply for jobs. You can get support from people you trust.

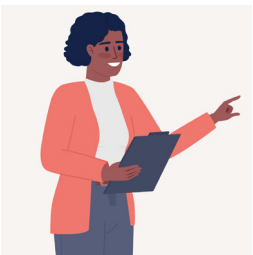


You might get support from

- family or friends



- teachers or lecturers



- career counsellors



- helpful websites or forums online.



You can talk to the organisation if

- you need more information about the job



- you do **not** understand the position description or what to do next.



Helpful websites

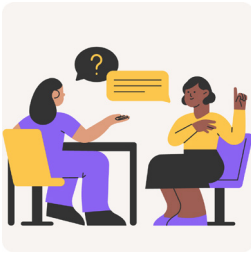


Resumés and cover letters

<https://includeability.gov.au/resources-people-disability/writing-resumé-and-cover-letter>

<https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-cover-letter>

<https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-resumé>



Interviews

<https://includeability.gov.au/resources-people-disability/preparing-interview>



Choosing references



References are people who can talk about your work skills. For example, your old boss.

<https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/how-to-choose-a-referee>



More information



Email CYDA

YouthactionTeam@cyda.org.au



Call CYDA

0423 833 523



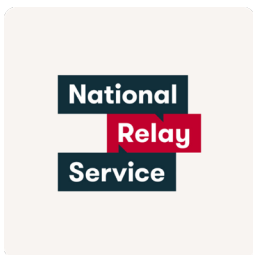
Services to help you call us



If English is **not** your first language

Call **TIS** or the Translating and Interpreting Service

131 450



If you have communication disability

Call the **NRS** or National Relay Service

1800 555 660



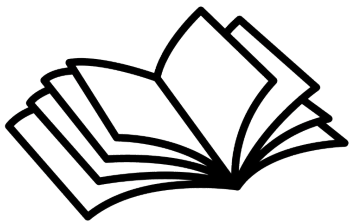
If you use TTY or teletypewriters

Call the **NRS** or National Relay Service

1800 555 677



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CYDA's DREAM resources have been created to provide general information to employers and young people with disability who may be seeking employment. The content has been informed by a co-design process with employers and young people with disability. Funding for the project was provided by the Australian Government's Department of Social Services, as part of a Disability Youth Leadership Grant.

This fact sheet was current as of June 2024 and may not contain the most recent information and updates. Information is provided as a general guide and should not be considered legal or professional advice.

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