

Embrace Access

**DREAM**  
Employment  
Network



Children and Young People  
with Disability Australia

# Looking for a job

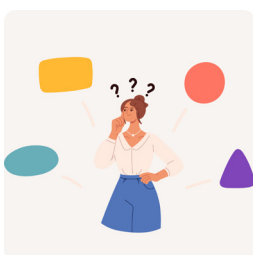


Easy Read

# About this book



This book is about looking for a job.



This book is about

- deciding what type of work you want to do



- knowing where to look for jobs



- finding workplaces that are disability friendly.

# What do you want to do?

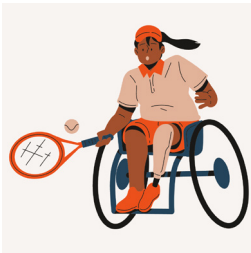


Start by thinking about your

- **values** or ideas you believe in



- **interests** or things you enjoy doing



- **skills** or things you are good at.



The **MyFuture** website can help you learn more about jobs that might work well for you.



All website links are at the end of this book.

# Work environment



Think about the **work environment** you might like.

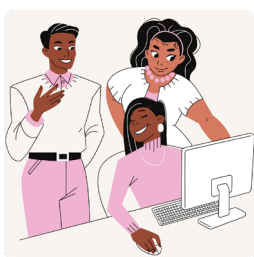


A work environment might mean you

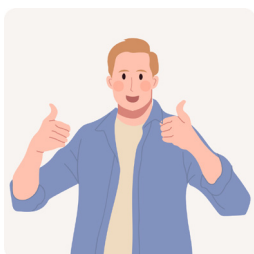
- work at home or in an office



- work inside or outside



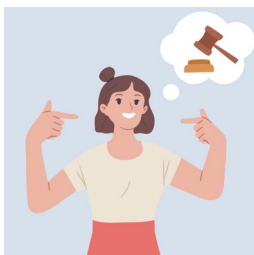
- work by yourself or in a team



- a mix of all of the above.

Every job will look and feel different.

# Your rights



You have **rights** when you look for jobs.

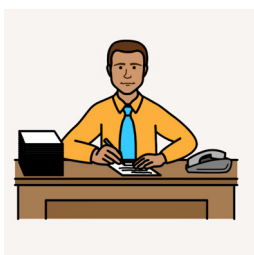


Rights are the things we all have. For example, you have the right to be treated in a fair way.



Laws protect your rights when you

- apply for any job



- work in any job.



The **Disability Discrimination Act** is a law that protects your right to fair treatment at work.

# Where to look for jobs?



## Help online

Sites that help you find jobs include

- SEEK



- The Field

- Ethical Jobs

- ProBono.



All website links are at the end of this book.



## Help from your network

You might have a network of people who can help you find a job to apply for.

Your network might include



- friends



- family



- people you went to school with



- people you know who are working in an area you like.

## Help from employment agencies



**Employment agencies** are companies that can connect you to new jobs.

## Community ads



Sometimes there are job ads around the community. For example, a sign at the front of a local cafe.



Community notice boards might have information about jobs.

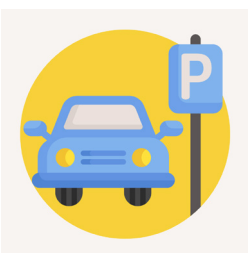




# Is the workplace disability friendly?

## Check for accessible spaces

Check if the workplace has



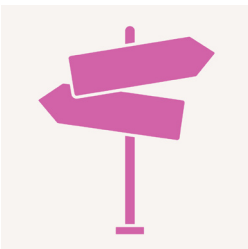
- accessible parking



- ramps



- good lighting



- clear signs.

## Check for inclusive practices



**Inclusive practices** mean the workplace meets the needs of employees with disability.

Check if the employer has inclusive practices.

For example



- they use captions in online meetings



- they offer **flexible** work hours. Flexible means work hours suit your access needs



- they have a Disability Action Plan.



## Check for accessible recruitment

Ask the employer if their **recruitment process** is accessible and inclusive.



A recruitment process is the way that employers support you to join the workplace.



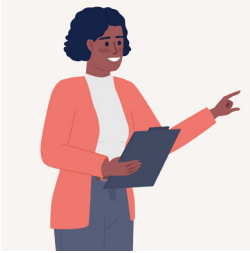
## Learn more about the workplace



Look at the **About Us** page of the workplace and check for information about disability inclusion.



## Helpful websites



## Find accessible employers

<https://includeability.gov.au/resources-people-disability/identifying-accessible-and-inclusive-employers>



## Get disability support at work

<https://www.disabilitysupportguide.com.au/information/article/job-hunting-tips-finding-work-when-living-with-a-disability>



## MyFuture website

<https://myfuture.edu.au/>



## NDIS support for school leavers

<https://www.ndis.gov.au/participants/finding-keeping-and-changing-jobs/leaving-school>



## Job Search websites

<https://www.ethicaljobs.com.au/>



<https://www.thefield.jobs/Job/>

<https://probonoaustralia.com.au/>

<https://www.seek.com.au/>

<https://au.indeed.com/>



# School Leavers Information Service

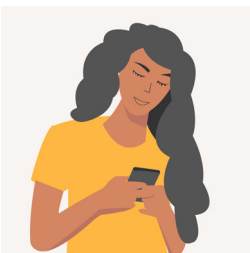
A school leaver is a person who just finished school.

For example

- a young person who is about to leave school
- a young people who has just left school.



Phone 1800 227 337



Text **SLIS2023** to 0429 009 435



Email [schoolleavers.nci@dewr.gov.au](mailto:schoolleavers.nci@dewr.gov.au)



## More information



### Email CYDA

[YouthactionTeam@cyda.org.au](mailto:YouthactionTeam@cyda.org.au)



### Call CYDA

0423 833 523





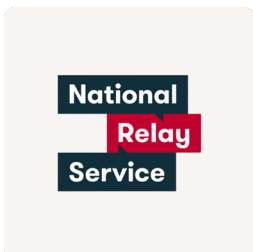
## Services to help you call us



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



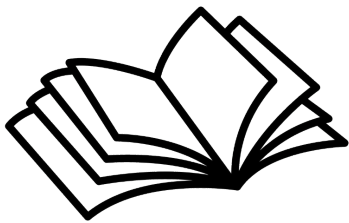
If you use TTY or teletypewriters

Call the **NRS** or National Relay Service

1800 555 677



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## Easy Read

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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