



Finding a Job

Why, How & Where to look for
employment

Why work if you can claim benefits?

- To gain more independence, control of your life and maturity. Gain responsibilities.
- To be creative and productive.
- To pay bills and gain security.
- To challenge yourself and develop yourself. To start a career and contribute.
- To make a difference.
- Distract yourself from your problems and worries.
- To gain your **own money**
- To be able to buy clothes, electricals, save for a car or even a house.
- To have money to socialise, go out, have hobbies.
- For a sense of achievement and purpose. To stop you getting board.
- To give you life experience and things to talk about.
- To meet new people that could have shared interests.
- Careers can form part of your identity and self-development.
- You can gain confidence.
- **Can you think of other reasons & from this list what is most important to you? Can you rate these reasons.**
- **You will be poor if you just live of benefits!**

What is Job Centre Plus?

- **At Job Centre Plus** you can see **Disability Employment Advisor** if you have a disability or learning difficult. These will assist you with work and disability issues. To help you apply for employment schemes and support like **Specialist Employability Support** or **Access to work**. They can arrange an employment assessment with a psychologist. They can advise on benefits. For example **JSA** or **ESA** They can signpost you to **Disability Confident** local employers. That make extra effort to support disabled employees.
- **Job Centre Plus** offices are found in towns throughout the county & are free.
- **Access to work** will support you in work eg taxis, support workers, equipment but also when looking for work like with BSL interpreters for job interviews.

- They can let you know about local **Job fairs**. Show you how to use their online website database of jobs '**Universal Job Match**' to help you find work.
- Help you apply for jobs and get your CV ready. Provide '**Work Clubs**' and '**Enterprise clubs**' to help you get work ready or ready for Self Employment.
- You can visit them in their office.
- The Job centre plus works with other charities to offer all of its support provision depending on the area you live such as the **Specialist Employability Support** through charities like the **Shaw Trust**.



Get work ready

- Have a strong **CV** and **Cover letter** and change your cover letter to fit each job you are applying for.
- **Follow up on applications** you make to impress and show you are keen. You can get feedback and advice.
- Set yourself **SMART Targets** to apply for a set number of jobs a week. Treat applying for work as a job in itself.
- Practice **mock interviews**.
- Consider what you are going to **wear** to interviews- look **professional** or at least work ready.
- **Be realistic**, be willing to volunteer at first or accept the minimum wage to start. Expect some rejection.
- Consider the **Job description** and **person specification** when completing applications, **how do you meet it?**
- Work on your **body language** and non verbal communication.
- Be **flexible** as to when you can attend interviews, work or gain experience.
- **Be yourself and show of your personality** while still being polite and sensible.
- Spend time doing **volunteering, work experience, internships**. Brushing up on your Maths, English and IT skills. Structure your day and get up early as though working.
- Research the companies you apply too.
- **Create a job book** where you get organised and put details of jobs applied for, deadlines, job descriptions.
- Have a **working email** for applying for jobs. Get contact names where possible for the jobs you apply for.
- Present yourself **sensible** on Social media.

Consider what are you applying for...

- Know yourself well don't just apply for roles you think sound good imagine how you would really manage in that role.
 - Link what you apply for to your interests, your qualities related to your personality and your skills. Different jobs need different types of personalities, qualities and skills.
 - Link what you apply for to your education, any clubs you attend any volunteering or other life experiences you have.
 - Talk to friends and family what do they think you should do?
 - Think about the working environment you may like would you like to work inside or outside? Would you like to work in an office?
- Would you like to be customer focused or back of house not working with customers? How do you feel about tasks like answering the phone? Writing a letter? Remember you can get some help for some tasks through applying for Access to work.
 - How do you feel about working shifts? Weekends? Do you want to work full-time? What other commitments do you have to be aware of?
 - Can you get to the place you would like to work? How far are you willing to travel? Can you get there by public transport? Do you need to travel outside peak times? If you can use public transport due to your disability maybe Access to work can help like with taxi's.

YOUR CV AND COVER LETTER

- At the top of your CV put a **short profile** about you saying the type of work you would like and highlight some of your skills and qualities.
 - Outline your **education** and **work history** including work experience and volunteering. **Show what skills each experience as taught you relevant to work.** Highlight any evidence of communication skills, IT Skills, good organisation, good planning, maturity, customer service skills, maths and English abilities. Any specific skills relevant to the type of work you want to do.
 - **Use a CV builder to help you.** Get someone else to check it.
 - **Put your up to date contact details:** address, phone number and email.
 - **Look at CV templates and examples.**
- **Consider who you ask to give you a reference**, who knows you well and can share information about your skills, qualities and personality? You can support the fact you would be a good employer? Do you have someone from past work? Volunteering? From any interests and hobbies you have?
 - **Keep your CV no more than 2 pages. Use sensible formal language.**
 - **Don't lie and check your grammar and spelling.**
 - **Write a different cover letter** of one page for each job you apply for saying why you have the skills and qualities for the job . Look at the job description and person specification and say honestly how you are what they are looking for.

Look out for good employers

- Some employers use a ‘**two ticks**’ symbol to try and encourage those with a disability to apply. The symbol also means if you meet the minimum criteria need for a job they will guarantee you an interview. Official the **Disability Confident** scheme has replace two ticks but employers still often show the two ticks symbol in adverts . Look out for both symbols as they indicate good attitudes and policies.



Skills and qualities for work -which are relevant to you?

- Do you know what these all are? You could use some of these words on your CV, in applications or interviews. Can you think of examples where you have used or demonstrated some of these skills or qualities?
- Communication skills, Problem solving skills IT skills Leadership skills People skills Listening skills Team work skills Language skills First aid skills Articulate Artistic Approachable Accurate Caring Compassionate Work ethic Motivation Determination Devoted Loyal Persistence Empathy Sense of humour

- Enthusiastic Friendly Imaginative Organised Patient Perceptive Problem solving Ability to prioritise Creative thinker Focused Confidence Outgoing Honestly Flexibility Attention to detail Willing to learn Adaptable Creative Calm Cheerful Cooperative Diligent , Reasoning ability Responsible Resourceful Meticulous Energetic Tactful Positive attitude Reliant Proactive Initiative Maturity Dependable Sensible Tolerance Drive Numeracy Literacy Effective Time management skills Negotiating skills Persuasive skills Independent Self-aware Self-control, social skills, reflective...

What are Job Boards?

Free online

- These are websites that work as free Job Boards & include **Indeed, Monster, Total Jobs, & Read.**
 - There are also Industry specific Jobs sites and companies post jobs online creating a jobs board on their website for example the NHS.
 - There are **disability job boards** where you can be more confident the employers that advertise with have good practices and the sites offer good advice like **Disability Jobsite** and **Even Break.**
- Their sites allow you to look through jobs for free using search terms, you can select a distance to travel so jobs are local to you and look for jobs relating to key words you select or opt for Full or Part time.
 - You can upload your CV and if you keep making minor changes and resubmitting it you will stay high on the list so employers see your CV first.
 - Set up job alerts on these.

What are Local General and Specific Recruitment Agencies?

- In Aylesbury these include **Brook Street, Agency Central** and **Sky Recruitment**.
 - They are free and have good contacts with local business and often know of jobs not being advertised elsewhere.
 - They work directly with companies.
 - You have extra help and support from an agency that will put you forward for suitable jobs.
 - The Agency matches you to suitable jobs and will help with interview and CV support.
- You can have a face to face meeting with the agency to discuss your requirements and they help you find work so you do not need to complete lots of application forms.
 - You can get good useful feedback following interviews.

Supported Employment providers

- These work with schools and colleges and employers to help people with disabilities or SEND needs that have EHC Plans to secure paid employment. This is funded through EHC Plans, Personal Budgets & Direct Payments.
 - Supported employment providers also can help you if you have a disability and want to work and will help you find suitable work and be supported at work.
- **Local Providers to look into include:**
 - **Back to Base** (Bucks County Council help find placement with local mainstream companies.
 - **Sunny Side Rural Trust** in Hemel Hempstead & Berkhamsted . Offer garden centre horticulture projects.
 - **Thrift Farm MK** is a working farm visitor attraction with also a café offering placements.
 - There are other charity options suitable for some students like **Work Aid** that offers placements making and mending tools in Chesham & **The Walled Garden** in Great Missenden. A garden centre.

New and old methods to job search

- You can look in the **local paper** both free and paid local papers have often entry level and lower level jobs that are local.
 - National papers have jobs too but these tend to be high status experienced jobs throughout the country or in London.
 - You could look at **social media** **LinkedIn** is a work based social media site that allows you to **Network**. You could also ask friends and family if they know any vacancies or if they can recommend you.
 - Look for notices like in local shops/supermarket.
- You can check **the websites of local employers** for their vacancy page.
 - You can send **speculative cover letters & your CV** to local companies to ask about jobs.
 - You can target Disability Confident Employers you know will have good policies for disabled employees like for making **'Reasonable Adjustments'**
 - You can offer to **volunteer**, do some **work experience** or **work shadowing** or an Internship at a company to gain experience & contacts for a reference.

Careers Advice

- **Adviza (Connexions)** Offers 16-25 year olds careers help, help to create a CV, training, counselling and signposting to other local voluntary organisations like Time to Talk & Youth Concern.
- **The National Careers Service** offers a website with career profiles, CV assistance, a skills checker, course search & action plans for the future.
- You can also get books about careers from the **local library**.

Volunteering

- There are local volunteering organisations like **Community Matters** and **Youth Action** that can help you find volunteering opportunities and can advise about disability support and access needs. For example Community Matters has signed a **volunteering charter** showing commitment to volunteers that have additional needs like SEND or Disability. Youth Action may offer a buddy if needed or support with transportation to its volunteers.
- There are charities that are specific to disability and can offer volunteering like **BUDS**. A local disability service for disabled people in Bucks.

Identify your experience & skills

- **What experience do you have and what have you learnt from it?** Yes passed or current **volunteering, jobs, work experience** but also What experience and skills has **hobbies, interests, commitments** like caring for family or animals taught you? What **sports** do you play? What **clubs** do you belong to? **What has your disability or SEND needs taught you?** Are you determined? Can you overcome obstacles? Are you creative? Do you have great attention to detail? advanced knowledge in a subject? Do you have empathy? Do you have good at planning & organising to overcome your disability?
- **What skills or qualifications do you have?** Yes GCSE's, Functional skills, vocational qualifications but also other qualifications and skills. Any first aid courses, IT courses, sport qualifications, music qualifications, drama qualifications, customer service, enterprise qualifications. Do you use BSL or a foreign language? Can you drive? Are you independent? Can you cook? Are you artistic?
- **Look for transferable Interpersonal skills ideal for work.**
- Think about work suitable for your **personality**. Are you shy or confident? Do you work well independently? Or in a team? There is no correct Different jobs have different personality and skill needs.
- When you find a role think- Do I have the skills and experience?

Support to find work from National charities or established companies

- If you have any disability or learning difficulty **Scope** offer an online and telephone employment support service for people living in England and Wales.
- **Work Fit** finds employment for people with Downs Syndrome.
- **RNIB** have an employment service for people who are blind or partially sighted.
- Some major employers have disability employment schemes the **BBC** has a disability apprenticeship scheme for disabled applicants.

What to wear at a job interview

- You should try to look **professional** and **show you have spent time on your appearance**. Make sure your hair and nails are clean and smart. don't wear too much make-up or perfume. Clothes must be clean and ironed.
- Tuck in shirts. You may like to ask HR if there is a dress code.
- You must be smart typically a little smarter than you may be on a typical work day. No Logo's .
- Keep it simple like black trousers and a blouse
- **Plan what you wear at least a few days before the interview to be organised.**
- Make sure your **outfit while smart is comfortable** so you are more at ease

Got the job?

- **GREAT!**
- If you have not already apply to **Access to Work** to see what help they can offer you. Examples include funding for: Equipment, Support worker, Job Coach, BSL Interpreter, taxi's to or in work
- Consider what **'reasonable adjustments'** you may benefit from to help you manage to do the job as covered by the Equality Act (2010). This means small changes that help you do the job.
- Get yourself a **Clear Talents profile** to help you and your employer understand, communicate and overcome any difficulties you may face due to disability or SEN at work.
- It takes everyone time to settle in and get used to a job. **Give yourself time.** If you need help ask.
- If you have not already **consider declaring your disability** while you do not have to if you declare your employer must take steps to help you like making adjustments. They cant do this if they don't know.

Types of Contract

- **FT-Full time.** You will normally be expected to work a contracted number of hours normally between 35-40 hours each week. Generally permanent positions.
- **PT** Part-time. Fewer contracted hours than full-time often permanent positions where the number of hours is set in the contract.
- **Permanent positions** have no end date and comes with employee benefits.
- **Fixed-term contracts** last for a specific amount of time, which has been set and agreed in your contract say 1 year.
- **Temporary contracts** last for a short set time e.g. offered at Christmas in retail just for December.
- **Zero hour contracts:** the employee works only when required by their employer & the employer has no obligation to offer a set amount of hours. The employee however also does not have to accept any work that is offered to them