



# How to find a job

The Field



Easy English

## Hard words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**
  
- we write what the hard word means.

## You can get help with this book



You can get someone to help you

- read this book
  
- know what this book is about
  
- find more information.



We will write contact information at the end of this book.

## About this book



This book is from The Field.



The Field helps people with disability find work.



This book is about how you can use our website to

- search for jobs
- **apply** for jobs.



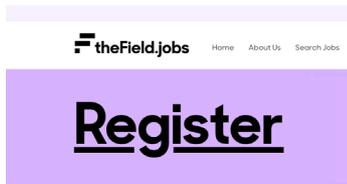
Apply means you tell a company that you would like to work for them.



When you use our website to find a job you can ask a support person to help you.

A support person could be a family member or a friend.

## What you must do first



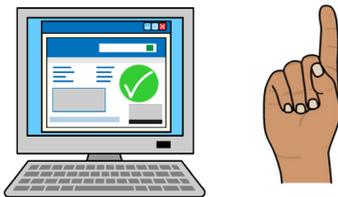
The first time you go to our website you need to **register**.



Register means you tell us you want to use The Field to find a job.



When you register you need to make a password to keep your profile safe.



You only need to register once.

## Please sign in

The website can help you best when you sign in.



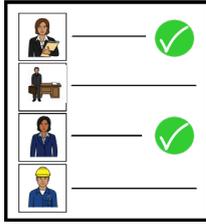
To sign in you need

- your email



- your password.

## How can we help you find a job?



You can tell our website to show you jobs where you could work.

## You can tell us what type of job you like

You can tell us

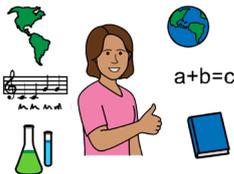
- a work role you like
  - for example, nurse



- a company you like



- a **skill** you want to use at work.



Skill means what you are good at.

For example, typing.



## You can tell us where you want to work



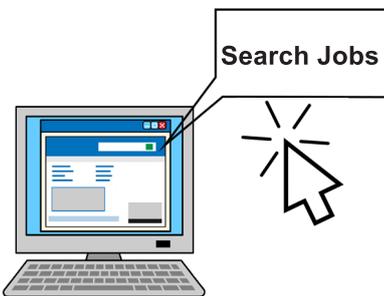
You can tell us to find jobs that are

- in your state or territory
- **remote.**

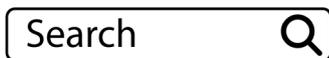


Remote means you can work from home.

## How to search for a job on The Field



Click on **Search Jobs** at the top of the website.

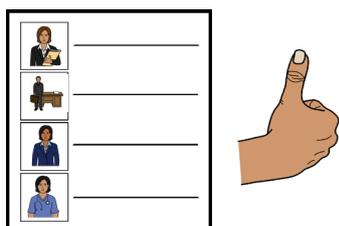


Write in the search boxes what job you would like to find.



Click on the **Search the field** button to start your job search.

## What jobs will you see?



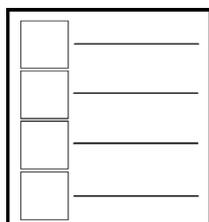
We will **only** show you jobs you might like based on what you tell us in the search.



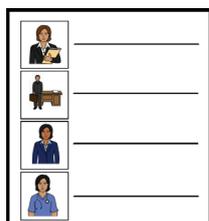
If you search for teacher jobs we only show you teacher jobs.



If you search for remote work we only show you jobs you can do from home.



You can also choose to leave the search boxes empty.



If you leave the search boxes empty we will show you **all** the jobs we know of.

# What will we tell you about a job?



We will give you many details about the jobs we show you.

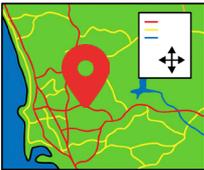


Details include

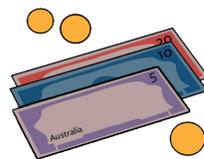
- what the job is called



- what the job is about



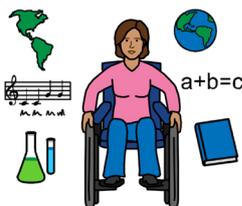
- where the job is



- how much you could get paid

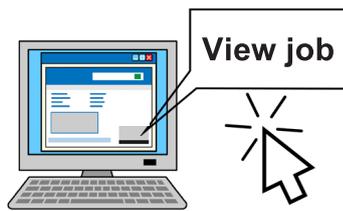


- how accessible the job is



- what skills you need for the job.

## What if you find a job you like?

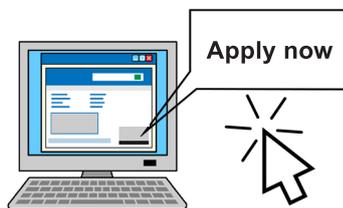


If you see a job that you like you can

- click **View job** to learn more about it



- click **Save** and come back to it later



- click **Apply now** to apply for the job.

## How to apply for a job on The Field



When you apply for a job you tell an **employer** that you would like to work for them.



Employer means someone who can give you a job.



You can tell the employer

- what you are good at
- why they should give you a job.



1	_____
2	_____
3	_____
4	_____
5	_____

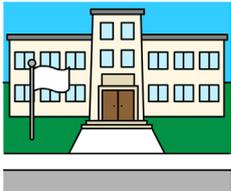
You need to complete 5 steps to apply.

# 1 Add your resume

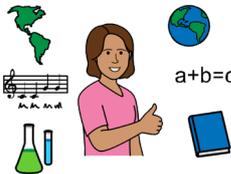


A **resume** is where you tell us

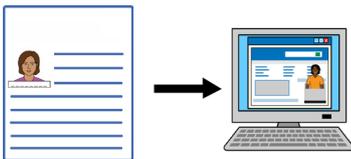
- what work you have done before



- what schools you have gone to



- what you are good at.

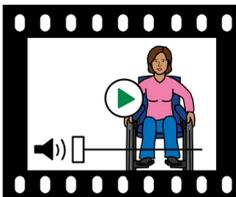


You need to add your resume when you apply for a job.



Your resume can be

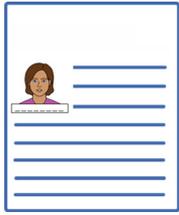
- written



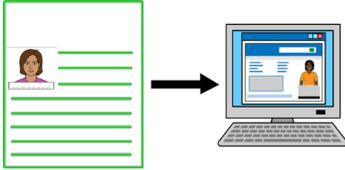
- a video



- a voice message.



If you have a resume in your profile already you can use this resume.



You can also add a new resume.

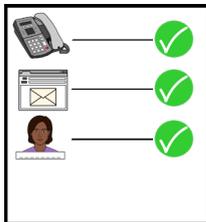


If you add a new resume we will

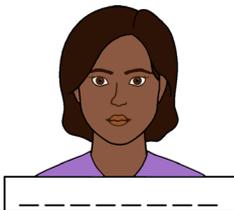
- delete your old resume



- save your new resume.



Please also check that your contact details are correct.



Contact details include

- your name



- your email.

## 2 Add your cover letter



You can add a **cover letter** when you apply.



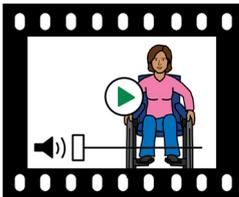
A cover letter is a message where

- you say hello to an employer
- you say that you are interested in a job.

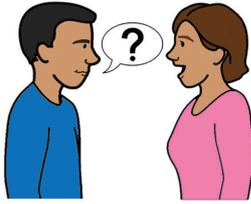


The cover letter can be

- written
- a video
- a voice message.



### 3 Choose your job interview



A **job interview** is when an employer asks you questions to get to know you better.



You can choose to have an interview

- on the phone



- in person



- on video call



- with an Auslan interpreter

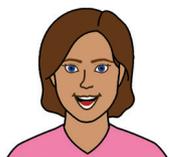


- with a support person.



You can also choose **no preference**.

No preference means you are happy with any type of interview.



## 4 Answer a few questions

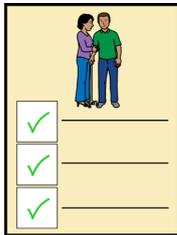


Some employers will have additional questions.



These employers might want to know

- if you have worked in a similar job before



- what support you need.



It is a good idea to tell the employers as much as possible about you.



Your answers will help the employers know if they should give you the job.



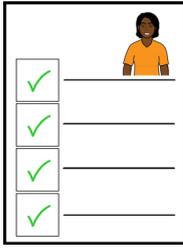
You can choose to

- answer the questions

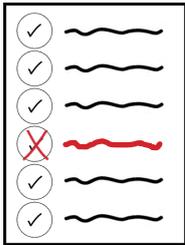


- **not** answer the questions.

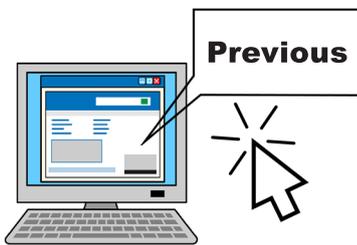
## 5 Check and send



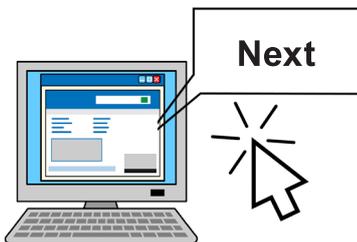
Check that everything is correct before you send your application.



If you find a mistake you can fix it.



To fix a mistake click on **Previous** until you get to the page with the mistake.



After you fix the mistake click **Next** until you see the last page again.



If everything is correct click on **Send application**.

## More information



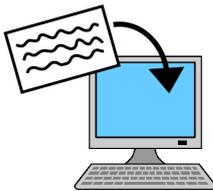
For more information contact  
The Field.



Call            03 9830 0190



Website      [www.thefield.jobs](http://www.thefield.jobs)



Email            support@thefield.jobs



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Ask the Translating and Interpreting Service  
or TIS to call us.



Call            131 450

Give the TIS officer the phone number you  
want to call.

**National  
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Service**

**If you need help to speak or listen**

Use the National Relay Service.



Website

[communications.gov.au/accesshub/nrs](http://communications.gov.au/accesshub/nrs)



Call            1800 555 660

Give the relay officer the phone number you want to call.



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