

## What is a profile?

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



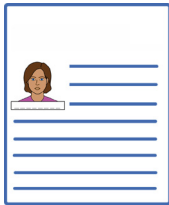
This book is from The Field.



The Field helps people with disability find work.



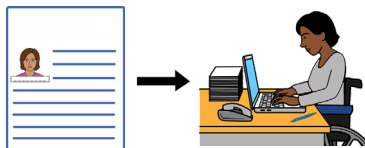
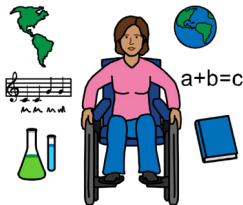
This book is about your **profile** on our website.



Profile means information about yourself.

For example

- who you are
- what you are good at.



Your profile can help you find a job.

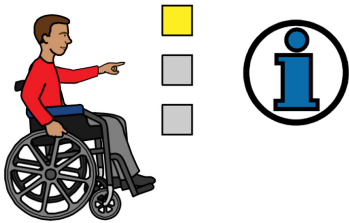
## Who can see your profile?



Employers who use our website will see your profile.

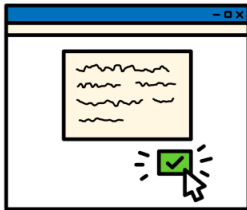


An employer is someone who can give you a job.

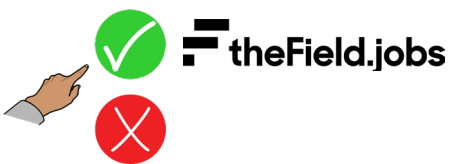


You can choose what information the employer will see on your profile.

## How to access your profile



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

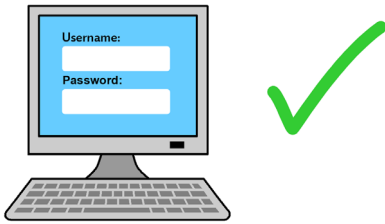


Register means you tell us you want to use The Field to find a job.



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

You only need to register once.



If you are already registered you can sign in to go to your profile.



To sign in you need

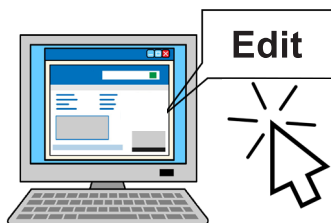
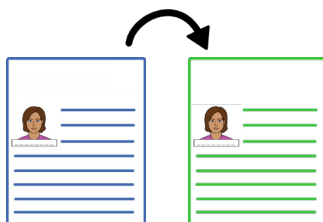
- your email



- your password.

## Changes to your profile

You can change your profile at any time.

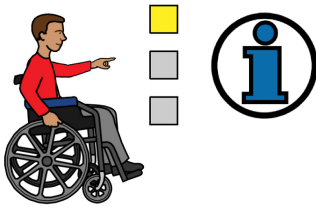


Click on **Edit** to make changes.



When you are done with the changes you **must** click on **Save Changes**.

## What information should you put in your profile?



You can choose how much information about yourself you want to share in your profile.

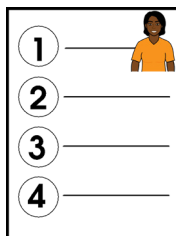


When you share a lot of information

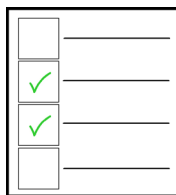
- employers can get to know you better



- you might find a job faster.



Your profile has 4 parts.



When you make your profile you can

- fill out only the parts you want to

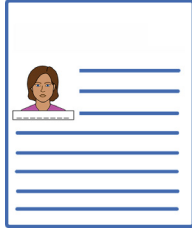


- take your time



- ask someone to help you
  - for example, a family member.

# 1 About me



This part of your profile helps employers know who you are.



In the **About me** part you can share your personal information.



Personal information includes

- your name



- your date of birth



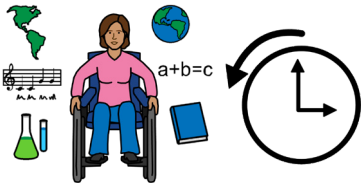
- your email



- your phone number.

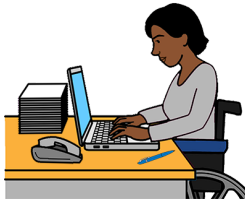


Please add a photo of yourself if you can.



You can also talk about

- the work you have done in the past



- the work you would like to do now.

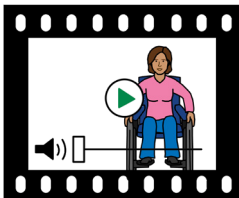


We want to make it easy for you to tell employers about yourself.



You can

- write about yourself



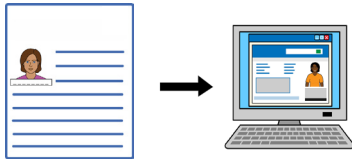
- make a video



- record an audio message.



## Resume

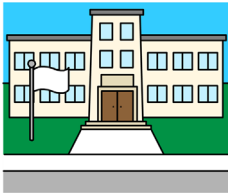


You can add a **resume** to your profile.



A resume is where you tell us

- what work you have done before



- what schools you have gone to



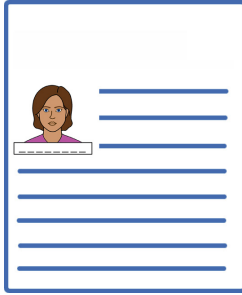
- what you are good at.



Many employers will ask for your resume if you want to work for them.



When you have your resume in your profile it will be easy for you to send.



## Additional details

There is a part in your profile that is called **Additional details**.

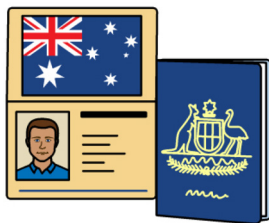


You can let employers know if you are

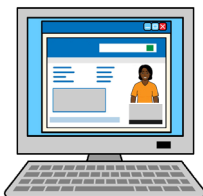
- looking for a new job right now
- just **browsing**.



Browsing means you are **not** in a hurry to find new work.



Employers also want to know if you are allowed to work in Australia.



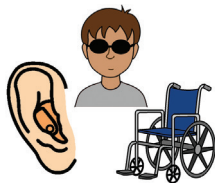
Make sure you put this information in your profile.



## How I identify

This part of your profile is only for us to get to know you better.

You do **not** need to answer the questions if you do **not** want to.



If you like you can tell us if you

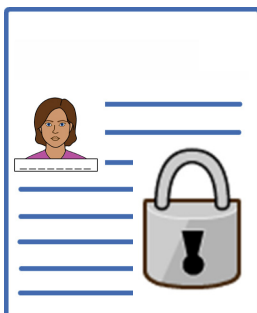
- have a disability



- identify as Aboriginal or Torres Strait Islander



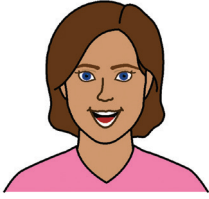
- use a **Disability Employment Service** or DES at the moment
  - a DES helps people with disability find work.



The information in this part of your profile is **private**.

Private means **no** other people can see it.

## 2 Preferences



**Preferences** means what you like.



You can tell employers what jobs you like to work in.



You can also say if you would like a **job interview** to happen

- on the phone



- in person



- in a video call.



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

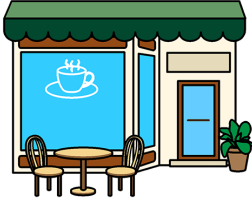


You can say if you need extra support.



Extra support could mean that you want to

- bring a support worker to the interview



- meet in a cafe



- have a group interview with other people.



You might need an **interpreter**.

An interpreter is a person who gives your message from one language to another.

For example, Auslan to English.



You can also say what you need at work.

For example, a workplace with

- wheelchair access

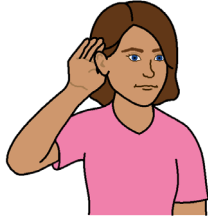


- quiet spaces.

### 3 Skills



**Skills** means what you are good at.



Some skills are part of your personality.

For example, you might be a good listener.

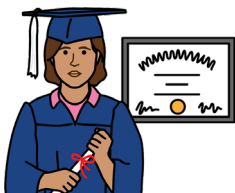


You can also talk about skills you have learned

- in another job
  - for example, you might be good at a computer program

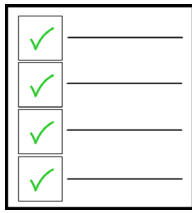


- in your personal life
  - for example, you might know a lot about disability because you live with it

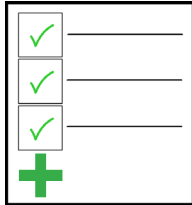


- at school or training
  - for example, if you have a degree.

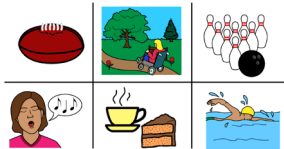
When you fill out this part of your profile  
you can



- choose skills from a list



- add skills that are **not** in the list.



You can talk about your interests and **hobbies**  
if you like.



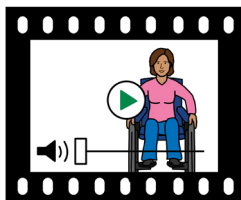
Hobbies are things you enjoy doing in your  
free time.

For example, singing.



When you make your profile, you can talk  
about your skills and interests

- in writing

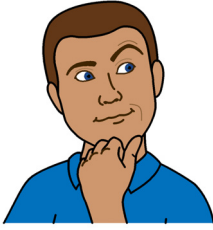


- in a video



- in an audio message.

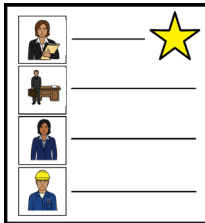
## 4 Following



**Following** means you are interested in something.



In your profile you can follow employers you would like to work for.



When you follow an employer, we will always show you their jobs at the top of the list.



## More information



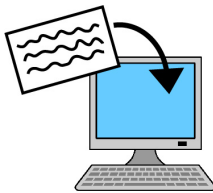
For more information contact  
The Field.



Call            03 9830 0190



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



Email            [support@thefield.jobs](mailto: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 number you want  
to call.

**National  
Relay  
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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