




Job seeker handbook

Say hi to your
next job.

 **theField.jobs**
Equality applies here

Connecting **job seekers with disability** with inclusive employers

Founded by **Dylan Alcott** (Australian of the Year 2022), **the Field is an Australian job site built by people with disability, for people with disability.** We welcome job seekers with visible and non-visible disability, mental ill-health, neurodiversity, chronic health conditions, intellectual disability, or any workplace accessibility requirements.

Is the Field for you?



Are you **searching for a new job**, or thinking about your next career move?



Do you want to **feel comfortable** bringing your whole self to work?



Do you want to find an employer that genuinely embraces **diversity and inclusion**?



Are you someone who wants or needs **workplace flexibility** from employers?



Do you want to **be noticed by inclusive employers** for your next role?

If you answered 'yes' to any of these, **then the Field is for you!**



Did you **know?**

The Field is **free for all job seekers**, with no eligibility requirements or need to disclose disability.

Employers on the Field are **inclusive and welcome your lived experience of disability**.

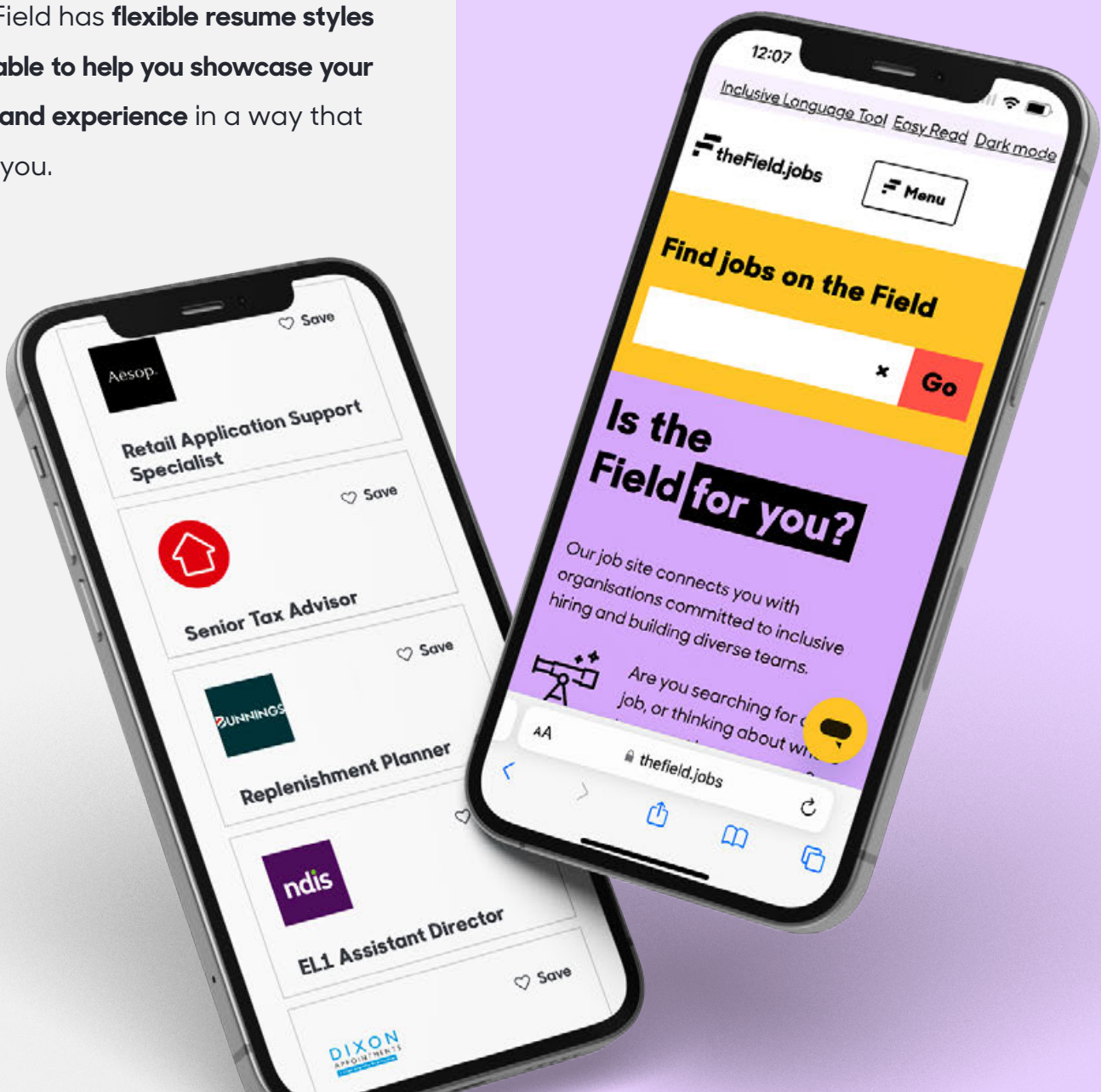
The Field's unique accessibility filters let you tailor your **job search based on your needs**.

The Field has **flexible resume styles available to help you showcase your skills and experience** in a way that suits you.

About this **handbook**

This handbook **will help you get started with using the Field**, guide you through some of our unique features, and provide some useful tips on using the site. If you need more information about any of our features, you can check out our [help centre](#) to learn more.

Once you're ready to get started, **head to theField.jobs to register and start searching** for your next role!



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Finding the right job for you

Searching the Field

Finding a job that's the right fit for your skills, experience, and accessibility preferences can be daunting. That's why the Field has been designed with accessibility as the key focus.

You can search for a job on the Field by:



Job title



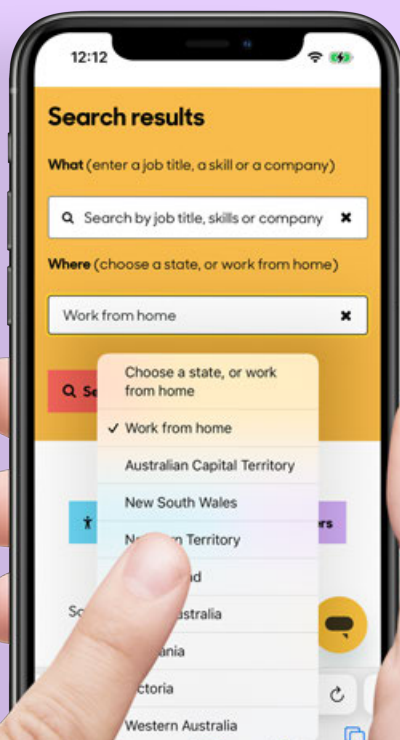
Skills



Company name



Location (State, Territory, or Work From Home Only)



You also have the option to **add filters to your job search either before searching** or by refining your current search results. Filters are a great way to match your preferences with disability-inclusive employers.

While using the Field, you'll have access to both **job filters and accessibility filters:**

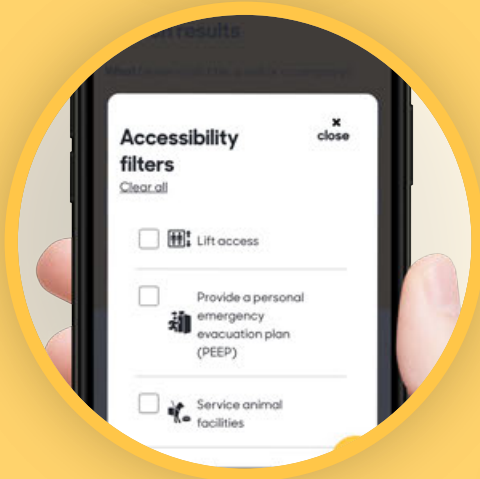
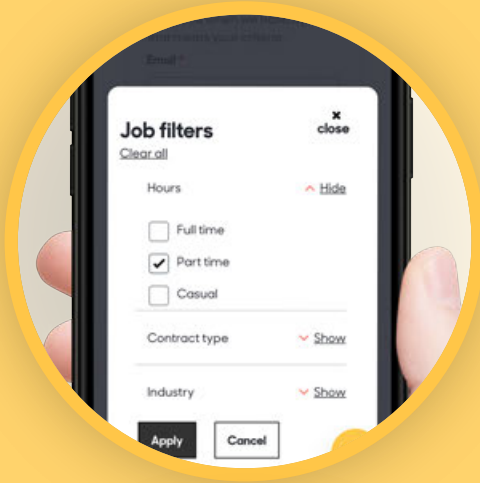


Job filters allow you to narrow down your search by choosing **working arrangements that suit your preferences.**

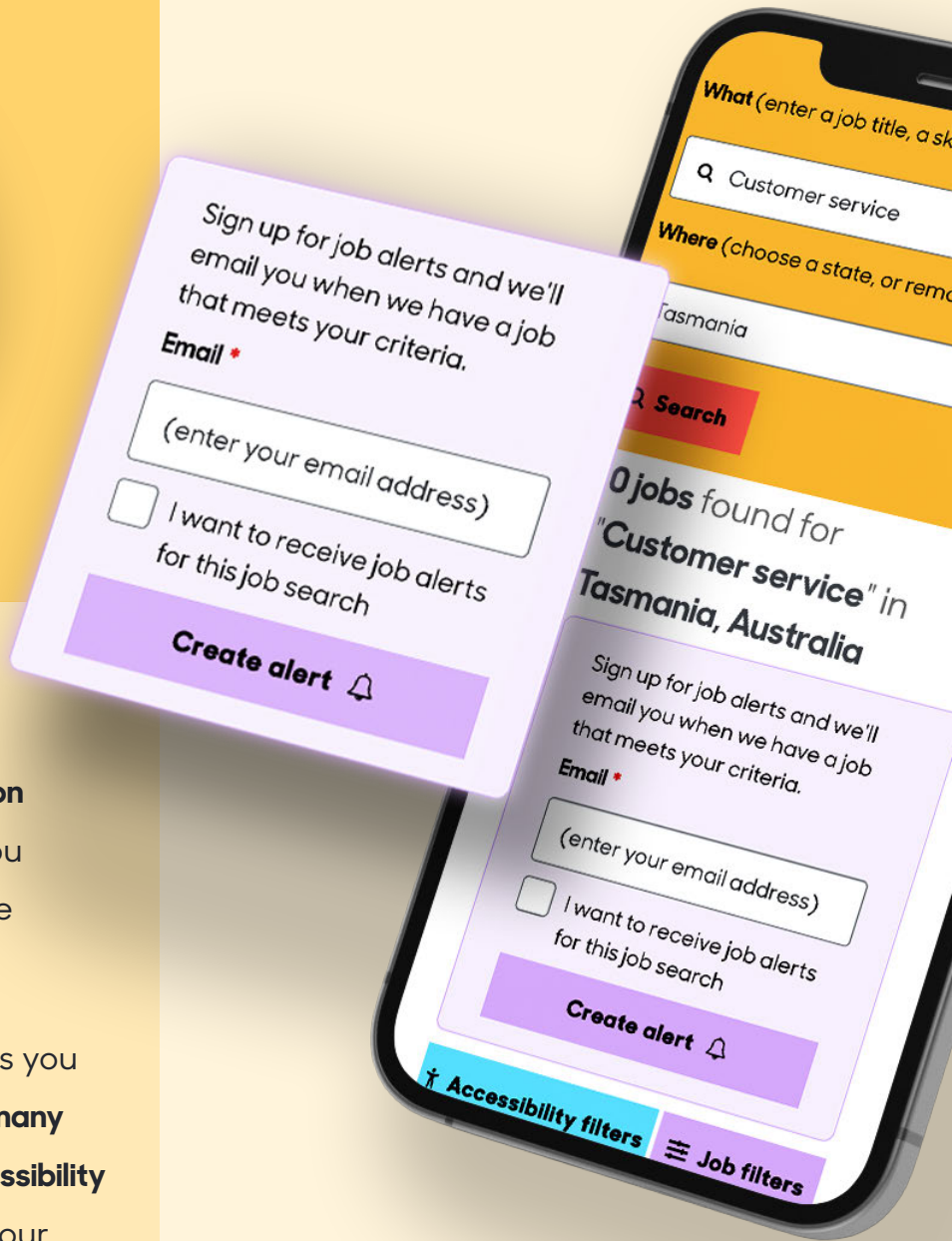


Accessibility filters allow you to search for **jobs that match your accessibility preferences or requirements.** That means you can easily find roles with employers who already have certain **accessibility features in their workplace.**

Tip: We recommend **selecting the filters that are most important to you** to ensure you have a wide range of job options available. If a job search using these filters doesn't return the results you're looking for, try removing some filters and searching for roles that match your skillset instead. This promotes **open discussions about further workplace adjustments** and ways of working.



Tip: To learn more about **creating and managing job alerts**, check out our [help centre](#) article.



Creating a job alert

Job alerts ensure you **won't miss out on a great job opportunity** by notifying you when jobs that match your alert have been posted.

How does it work? This feature allows you to set up **customised job alerts for as many roles, industries, locations, and/or accessibility preferences as you like**. Simply enter your search and select "create alert" to start receiving email notifications.



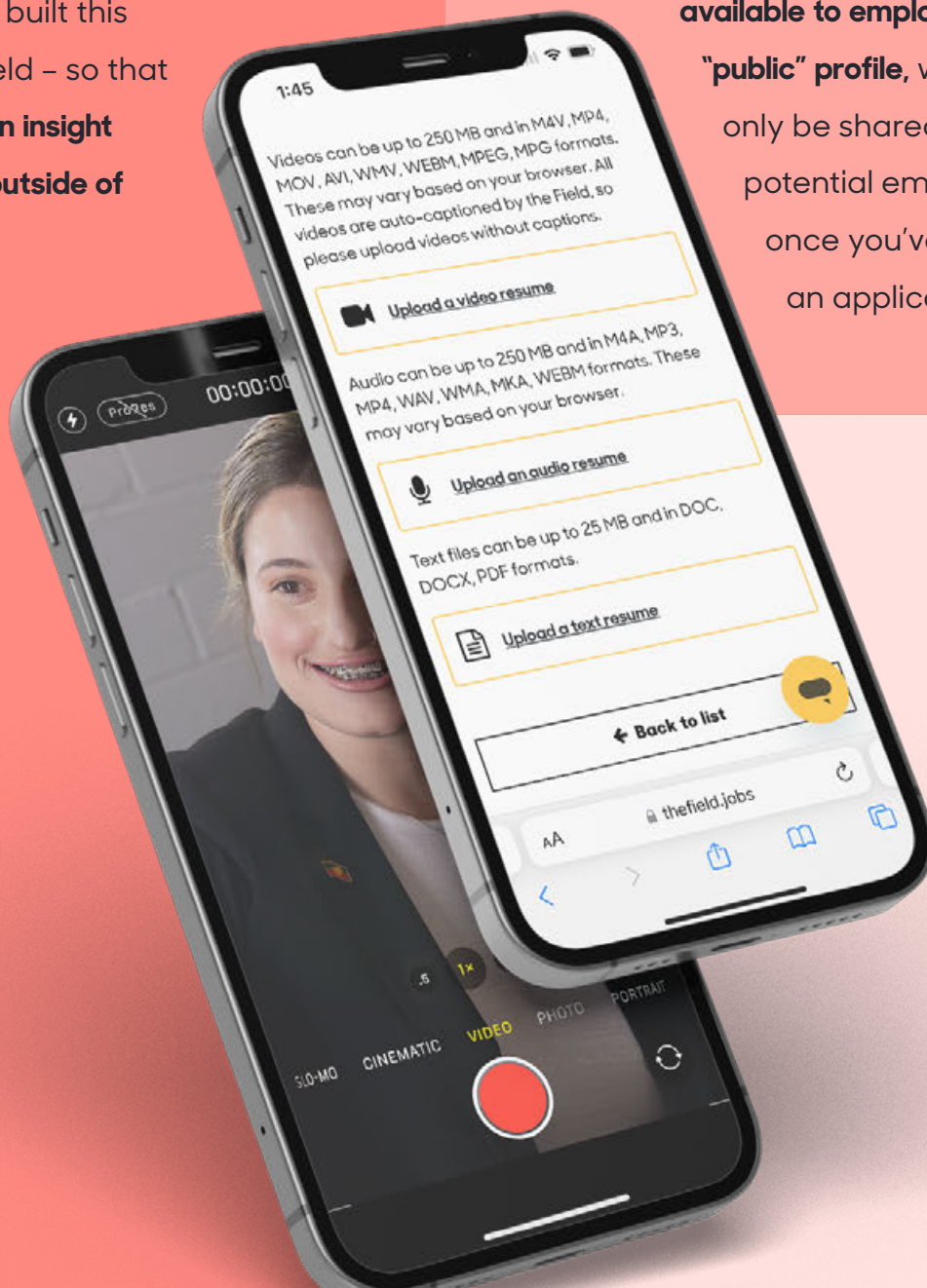
Job seekers profiles

What is a **job seeker profile**?

Some of **the qualities that employers value most in candidates are the ones that make them unique** – like personality, passions, unique perspectives, and diverse ways of thinking. Many of these are gained through lived experience outside of the workplace. This is why we've built this feature on the Field – so that **employers can gain insight into who you are outside of your resume.**

When you apply for a role on the Field, you can choose to show employers your jobseeker profile alongside your resume and/or cover letter. That means **you'll have the opportunity to showcase your personality, relevant experience, and any accessibility preferences** you might have.

You have **full control over the information available to employers on your "public" profile**, which will only be shared with potential employers once you've submitted an application.



Job seeker **profile features** include:



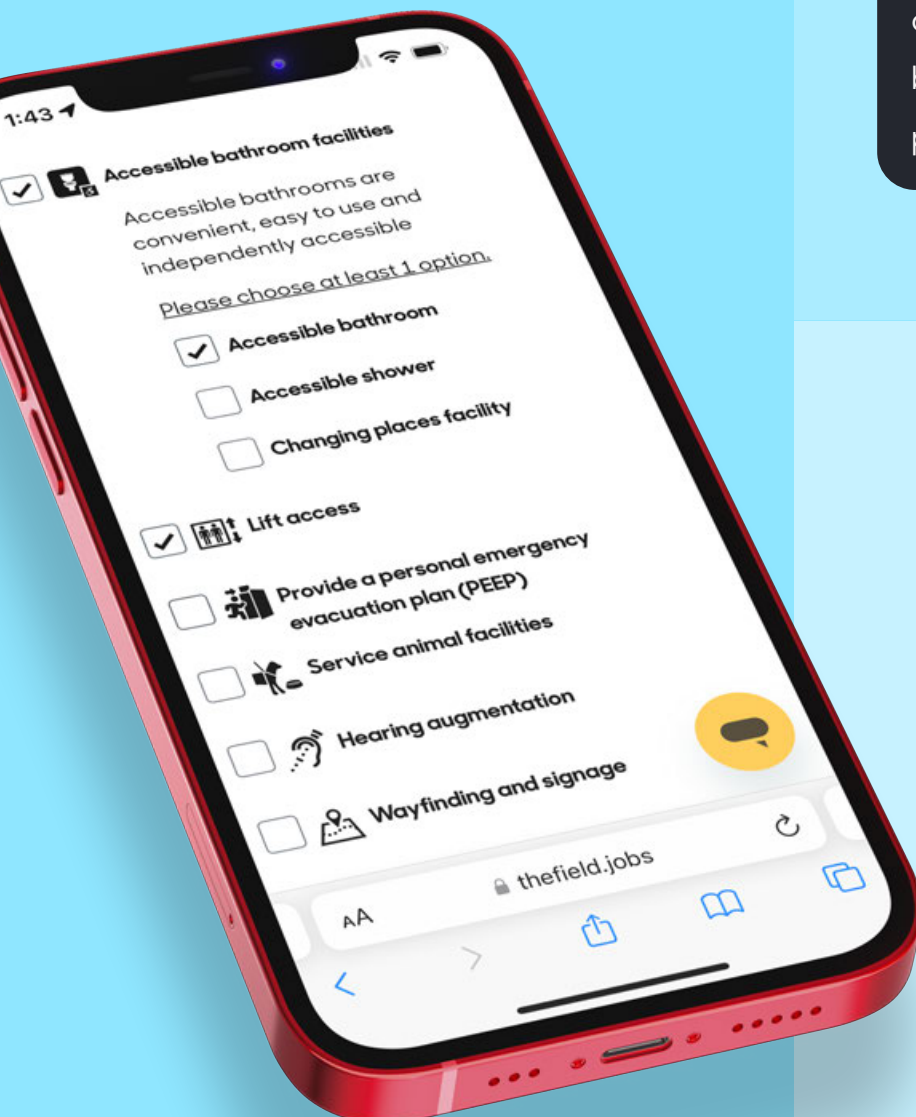
Flexible Resumes: You can choose to **upload resumes to your profile in written, audio, and/or video formats.** This allows employers to learn more about who you are in a way that best suits you.








Accessibility Preferences: This allows you to **share any individual access needs you may have to start an open conversation** with employers about your best way of working.

Tip: Check out our blog on **flexible resumes** to learn more about this feature.

Tip: If your preferences are not listed, or you'd like to add information about **your preferred ways of working**, this can be added in the text box at the bottom of the accessibility preferences page.



-  Lift access
-  Accessible bathroom/s
-  Quiet spaces
-  Wayfinding and signage
-  Parent's room



Interview Preferences: On the Field, you have the option to **choose the interview style that suits you.** By selecting your interview preferences, employers can ensure your interview gives you the opportunity to put your best self forward.



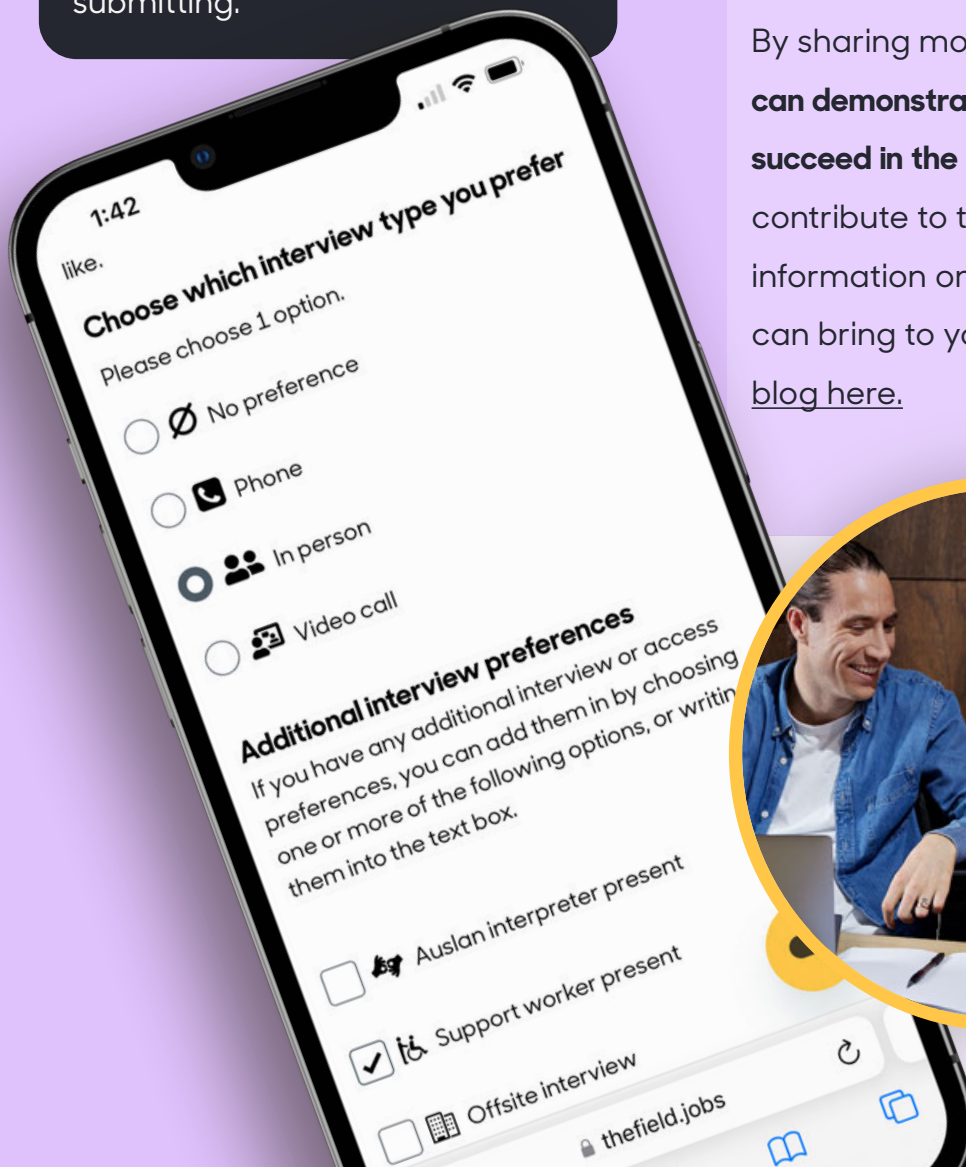
Skills: In addition to your resume(s), you can **select up to 12 skills to highlight on your profile.** These skills can include personal or professional skills, professional experience, and/or qualifications.



Tip: Your **interview preferences will be included with your application,** which can be adjusted before submitting.



Tip: Always remember that your **lived experience has given you a valuable set of skills and qualities.**



By sharing more about who you are, **you can demonstrate the potential you have to succeed in the role,** and how you can contribute to their culture. For more information on transferrable skills that you can bring to your next role, [check out our blog here.](#)





Our inclusive employers

Our inclusive employers are actively seeking diverse candidates to apply for their roles, and value the qualities that candidates with lived experience bring to their workplace.

Employers are joining the Field not only to post their roles, but also to access the resources that we provide.

These include:

Learning materials designed to educate employers on how to be disability-inclusive in their recruitment processes.

An inclusive Language Tool, which can be used to **check for opportunities to be more inclusive in the language** being used.

Accessibility checklists, so you can understand the **accessibility of any potential workplaces and have an open conversation** about adjustments.



Equality applies **here.**

Some of inclusive employers already **levelling the playing Field** include:

medibank



CITY OF SYDNEY 

nib

MatchWorks



REA Group

BUNNINGS
warehouse

...and so much more!

 **theField.jobs**



Company profiles

In the same way a job seeker profile showcases your skills and strengths, **company profiles give employers the opportunity to highlight their inclusive practices** and workplace culture.

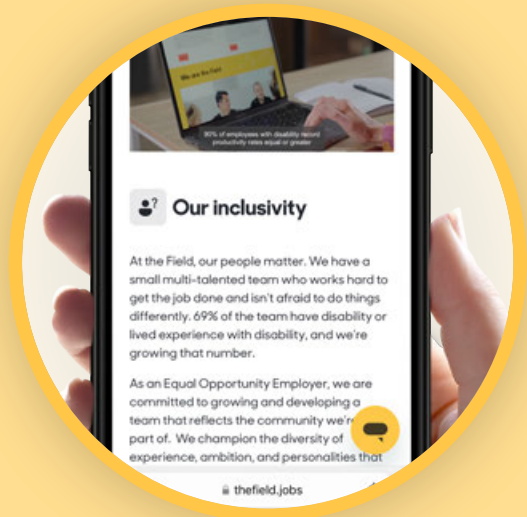


Tip: Company profiles are available to jobseekers through the search bar or through the open job listing. **The company profile is an opportunity for candidates to learn more about the company** before applying for any advertised positions.

We've highlighted some of the key features of company profiles below so **you can easily find information** that's most important to you.

Company inclusivity

Have you ever wanted to learn more about an organisations culture, their disability inclusion and other relevant accessibility information? **The "Our Inclusivity" section on a company profile outlines their commitment to an inclusive workplace culture**, and is an opportunity to provide resources such as workplace adjustment policies.

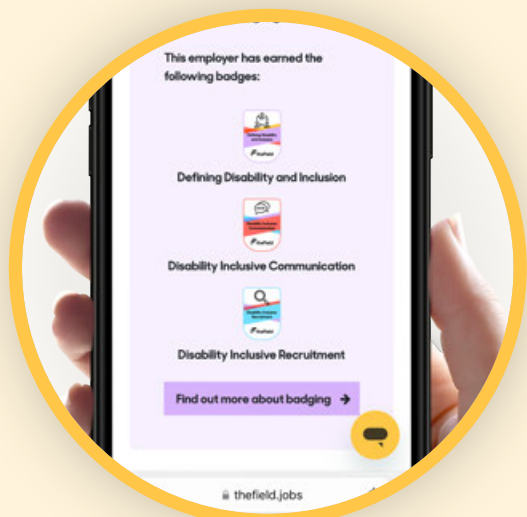


Inclusive badging

To celebrate employers actively engaging in disability-inclusive initiatives, the Field has created **inclusive badges which are displayed on their company profile and job listings**.



Tip: You can learn what each badge represents by clicking **"more about inclusive badging"** on the company profile or by [reading our help centre article](#).



Locations and accessibility features

While not everyone has accessibility requirements in the workplace, **employers on the Field understand the value of this information and are sharing it with jobseekers.**

This is to demonstrate that they understand how valuable this information is, and to encourage open discussions about any access requirements.


This includes information on existing accessibility features in the workplace, along with **photos (with alt text) and**

videos to allow you to make an informed decision on what is accessible for you.

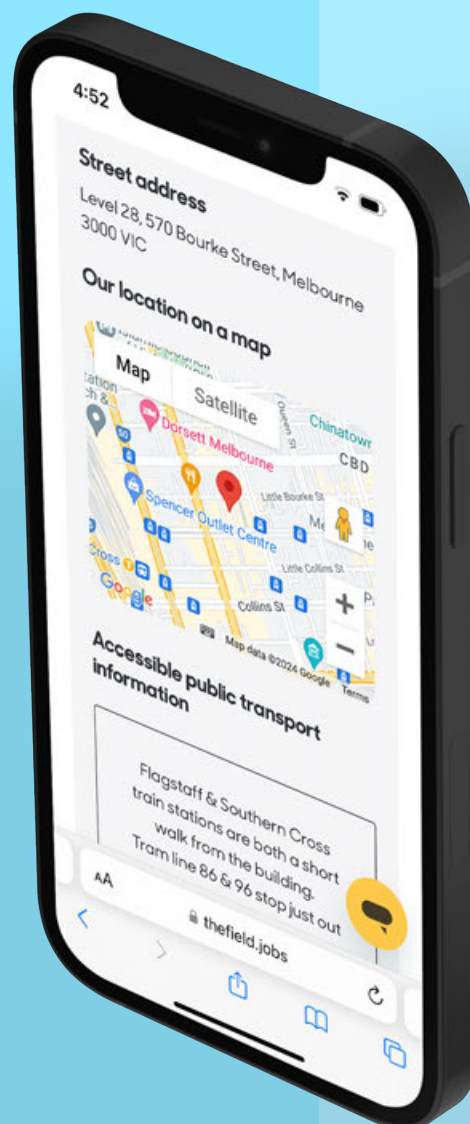
Are the accessibility features you require not listed? Don't worry!

Employers on the Field are open to discussions on any workplace modifications and/or adjustments you may require. If you have the skillset required for a

job, we encourage you to apply!



Tip: This information is found in job listings posted by the employer, as well as their company profile. Be sure to **double check the location you are applying for, as some companies have multiple sites** with different accessibility features available. For more information on workplace accessibility at a specific location, contact the employer directly.





Applying for a job

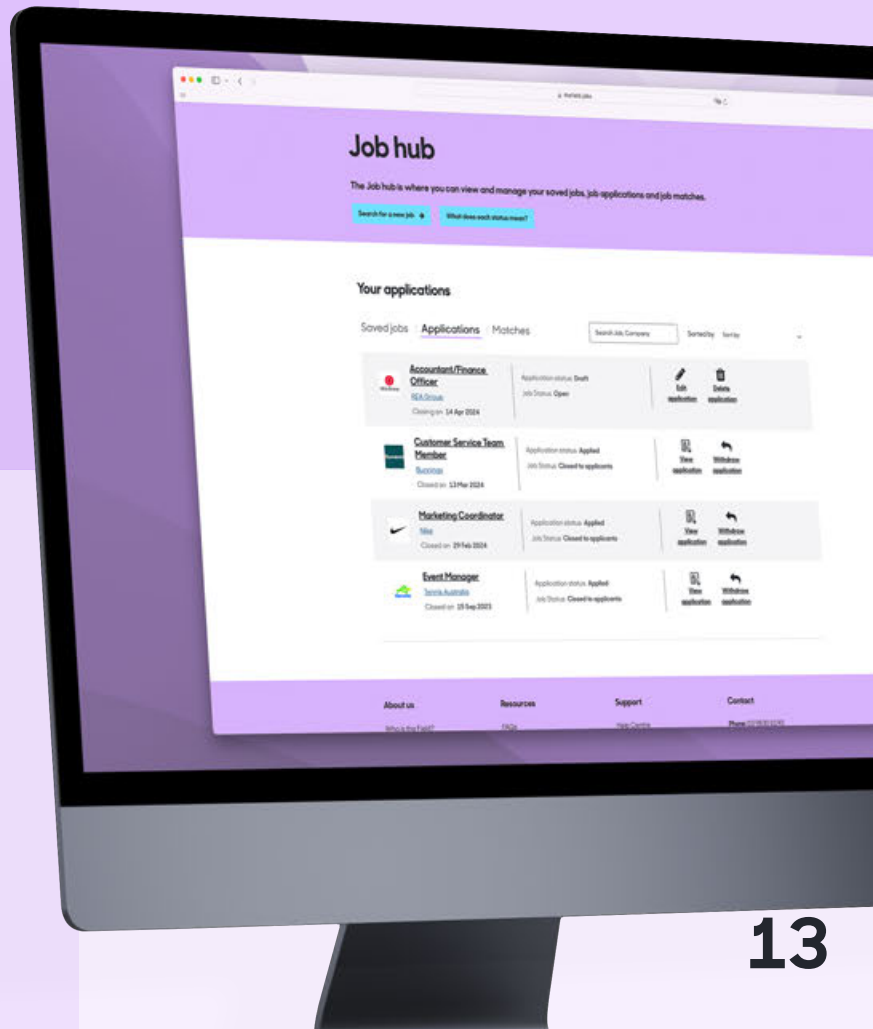
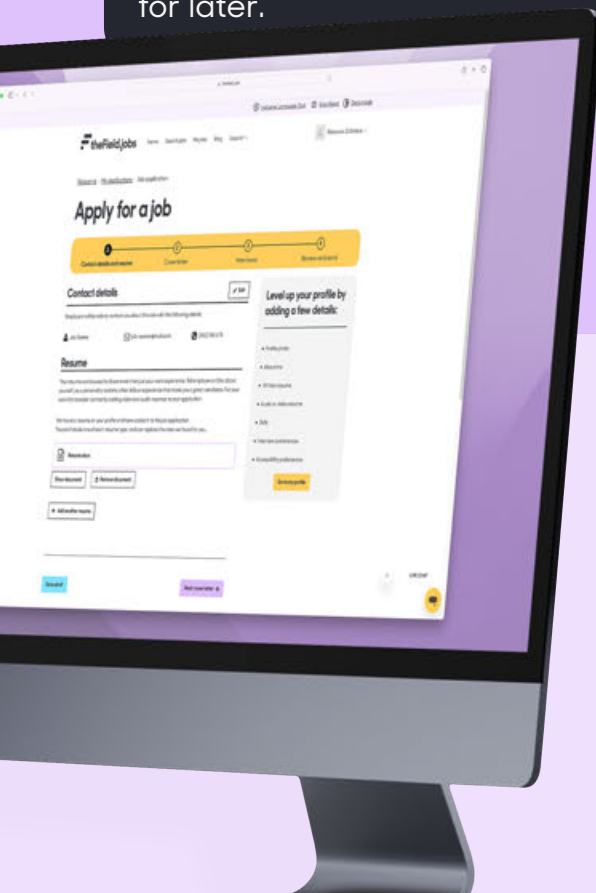
Now that you're registered and have completed your jobseeker profile, **you're ready to start applying for jobs.** We've made applications easier by using information from your profile, which can then be adjusted before submitting an application.



Tip: You can always save a draft application to finish it at another time. Click "View my jobs and applications" on the home page while logged in to access your job hub. Here, you can **access all your draft and submitted applications,** as well as any jobs you've saved for later.

Ready to find your next role with a disability-inclusive employer? **Head to theField.jobs to get started!**

Equality applies here.



Get in touch



Contact: Customer support team



Email: support@thefield.jobs



Phone: (03) 9830 0190



Customer support: Live chat is available via the Field website

Find us on socials

