



Right to
work

A guide for employees

Easy Read



Down Syndrome
Australia

This document has been produced by Down Syndrome Australia.

Down Syndrome Australia is the peak body for people with Down syndrome in Australia. Our purpose is to influence social and policy change, and provide a national profile and voice for people living with Down syndrome. We work collaboratively with the state and territory Down syndrome associations to achieve our mission. Our vision is an Australia where people living with Down syndrome are valued, reach their potential, and enjoy social and economic inclusion.

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Getting a job



Are you thinking about getting a job?

This information will help you to get ready to find a job



This information is written in an easy to read way. We use pictures to explain some ideas.

Some words are written in **bold**. We explain what these words mean.



It's a good idea to read this information with your family.

A friend or support person might also be able to help you.



You can write or draw on these pages so you have your ideas written down. This is good for remembering later.

Why do you want to work?



People like to work for lots of reasons.

They like to earn money to buy things and pay their bills.



They like to meet new people at work.



They feel proud, happy and independent when they have a job.

They get to use their skills at work.



They like to learn new information and skills at work.

Why do you want to have a job?

What kind of work would you like to do?



It can be a good idea to start by thinking about places you might like to work.

People like to work in different kinds of places.

Some people like to work inside, such as in an office.



Other people like to work outside, such as doing gardening.



Some people like to meet and be with other people a lot.



Some people don't like places that are busy or noisy.

What kind of places do you think you would like to work?

What do you like to do?



Let's think about things you like to do, and things you are good at. This can help you think about the kinds of work you might like.

Some people like cooking, or keeping things clean and tidy.



Some people like helping other people, such as older people or children.



Other people love being with animals.

Some people like making things such as art, craft or woodwork.

Other people love sport and keeping fit.

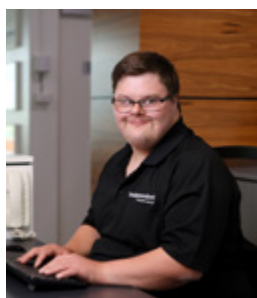


What are you interested in?

What do you like to do?

What are you good at?

What don't you like?



Do you have any ideas of jobs you might like?

Write them down.

Getting ready to work



There are different things you need to do before you can get a job.

Think about people who can help you. This might be your family or friends.



Or you might get help from a support person, maybe using money in your NDIS plan.

Or you might get help from a **Disability Employment Service**. This is sometimes called a DES, and they help people with disabilities get jobs.



Think about these questions and make a list of the things you need to do. Write down who could help you.



Do you want to find out about different jobs?

Do you want to do some studies or training to learn new skills?



What work skills could you practise in everyday life?

Do you want to do some volunteer work or work experience to try a job out? Or to learn some skills?



Do you need to learn how to use public transport to go to work?

Looking for a job



You can look for jobs in different ways.

This could be in newspapers or on the internet.



Sometimes shops and cafés put a sign in the window that they are looking for new people to work for them.

You might also see signs about jobs on community notice boards such as in shopping centres.



You and your family can tell everyone you know that you are looking for a job. This can be a good way to find work.

You might also get help from a **Disability Employment Service** to find a job. These are sometimes called a DES. They help people to make a plan to get ready to work. They also help you find a job.



Do you need help to look for a job?
Who could help?

Applying for jobs



You can **apply** for a job in different ways. This means letting an employer know you want a job with them. The **employer** is the person or workplace looking for workers.

Sometimes you might need to fill in an **application form**. This could be a paper form or on the computer.



You need to read the form carefully. Get help if you need it to make sure you understand what you need to put in the form.

Application forms usually have your name, address where you live and **contact details**. This is your phone number and email. The people advertising the job need this to get in touch with you.

The form will usually say what job you are applying for.

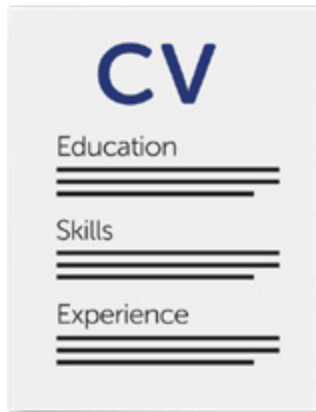
Sometimes a form will ask other questions. Sometimes it tells you what other information to send with the form.

The form will usually say the date when you need to get your job application in.

It will say who to send it to. You might need to post it or email it.



Making a resume



You should also have a **Resume**. Sometimes people call this a CV.

It is information about you to help you get a job. It is usually typed information but some people do video resumes, where they tell people about themselves.



A resume includes your name, address, and contact details.

It also has information about your **education and training**.

This means your school and the things you did at school.



It also means any training or courses you have done at TAFE or other places where you learn things.

You should include any certificates you have, even if it is for a short course such as one day.



You should include any work experience or volunteer work you have done.



It's a good idea to include things you are interested in, such as if you have any hobbies or do any sport.



Don't forget to write about your best qualities. This is things like being friendly, helpful, tidy, or always working hard.



Write down some **references**. This is people who will say good things about you. Make sure you ask them if they are happy to be a reference.

All of this information will help to show how you would be good for a job.

Writing a cover letter



A **cover letter** is a short letter to go with your application.

It is a good way for the employer to start to get to know you.



You can tell them about your best qualities such as being friendly, helpful and a hard worker.

You should tell them why you want the job and why you think you will do it well.



Don't forget to say you will be glad to meet with them for an **interview**. This is where you meet the person who is deciding who will get the job, and they ask you some questions.



Always include your contact details so they can get in touch for an interview.

What will you write in your cover letter?

Getting ready for an interview



Before the day of the interview:

Check when the interview is and where it is so you can work out how you will get there.



Tell the employer if you need anything to help you at the interview.

This could be:

- having more time to answer questions.
- having someone there to help you understand things.
- having any written information in plain language.



Ask if you can have interview questions before the day of the interview. Then you can practise your answers. They will probably ask about your skills and experience, and ask why you want the job.



Find out more about the workplace. You might think of some questions you want to ask.

This could be about the job, or about the workplace or the people who work there.

Getting ready for an interview (continued)



On the day of the interview:

Take your resume and application. You could read it again to remind you what you said about yourself.

Be there a few minutes early.

Wear clean smart clothes and have tidy hair. Employers like to see you have made an effort to dress smartly.

Say hello and shake hands with the interviewer. There might be more than one person doing the interview.

It is normal to feel nervous.

Take your time to think about your answers. Be honest when you answer. That is, tell the truth, not what you think might sound better.

Thank the interviewer at the end of the interview.



After the interview:

The employer will let you know when they will tell you if you got the job.

They might phone you, or send an email or a letter. They will let you know how they will tell you.



Starting work – tips for your first day



You might be nervous and excited about starting a new job. Here are some things you can do to be ready:



Practise getting to the workplace before your first day, so you are at work on time.

Make sure you have the right kind of clothes for your job.



Get your clothes ready and make your lunch the night before.



Ask questions if you aren't sure of something.



Make sure you know where the toilet and kitchen or lunch room are.

Be yourself. Good luck!

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Disclaimer

The information in this resource is general in nature and does not constitute advice. Down Syndrome Australia will not be held responsible for any decisions made as a result of using this information. The contents of the resource do not constitute legal advice and should not be relied on as such.



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