

# An Easy Read Guide to What is a Job?



# What is a job?



A job is work you do for an employer.



Or be self-employed and own your own business.



You do tasks.



You are paid for the work you do.



People have jobs to:

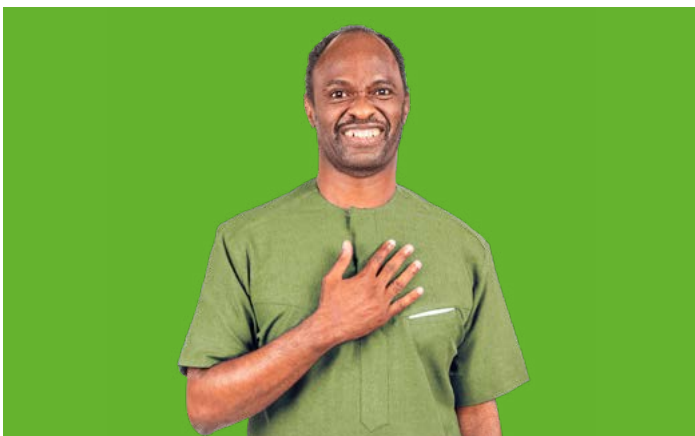
- earn money



- learn new skills



- meet people



- feel proud of their work

# Working hours



There are different working hours you can do.

## Full time work

You usually work for 35-40 hours a week.

Many people who work full time work from 9am until 5pm.



## Part time work

Means you work fewer hours. For example you might work:

- 10 hours
- 16 hours
- 20 hours
- 25 hours



## Temporary work

This lasts for a short time only.

For example you may have:

- Christmas job
- Summer job



## Permanent work

You stay in the job until you decide to leave.



## Volunteering

You work but do not get paid for the work you do.

You will gain skills and experience, that you can use to move onto paid work.



## Contract of Employment

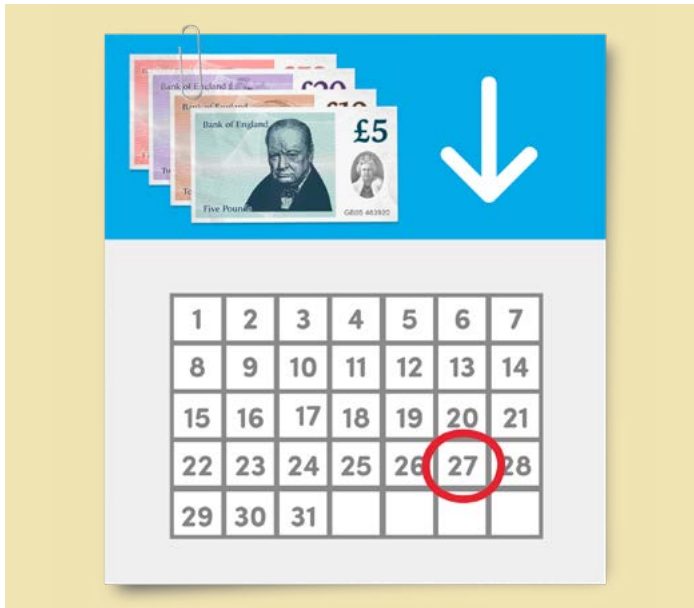
When you start work you get a contract. A contract is a written agreement.

It explains:

- Your job role
- How much you are paid
- Your hours of work
- Your holidays
- Workplace rules

Always read your contract carefully or you can ask someone for help to understand it.

# Pay (your wages)



Your pay is the money you earn for working.

Your pay usually gets paid into a bank account.

You might be paid:

- Every week
- Once a month



Your employer gives you a pay slip. This could be given online or by post.



A payslip shows:

- How much you earned
- Money taken out for tax
- Money taken out for National Insurance

# Tax



Some money from your pay goes to the government.

This is called tax.

Tax helps to pay for things like:



- Health and Social care



- Schools – Education

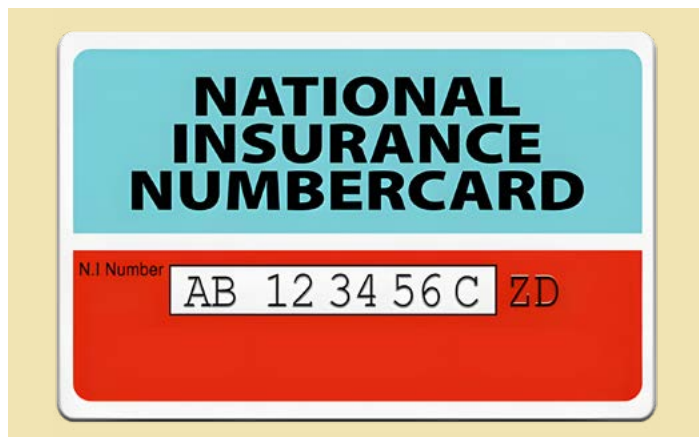


- Roads – fixing potholes.

Not everyone pays the same amount.

It depends on how much money you earn.

# National insurance



National insurance is another payment from your wages.

This helps to pay for things like:



- Pension



- Benefits



- NHS

If you work and earn enough money you will pay national insurance.



## Holiday Pay:

This means you can take time off work and still get paid.

Full time workers in the UK usually get around 28 days per year and this may include bank holidays.

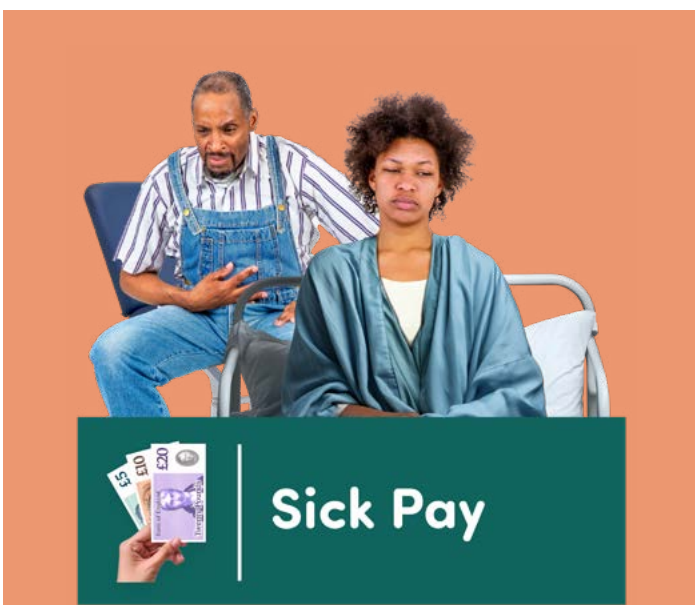


## Pension scheme:

A workplace pension is a way of saving for your retirement that's arranged by your employer.

A percentage of pay goes into a pension scheme every pay day.

Lots of employers also add money into the pension scheme for you.



## Sick Pay:

If you are ill and are off work, you may get statutory sick pay (SSP).

This means you still receive some money while you are sick.

You must tell your employer if you are too ill to come to work.



## Induction:

When you start a job, you may have an induction.

An induction helps you:

- Learn about the workplace
- Understand the rules
- Learn health and safety

It helps you feel ready for your new job.



## Supervision:

Your manager will meet regularly with you to discuss your progress, any challenges and goals.

Supervision is also good for your development.

You can also talk about any training you need or if you want to do more in your role.



## Training:

Training helps you learn how to do your job. It might include:

- Learning new skills
- Practicing tasks
- Online or face to face training

Good training helps you feel confident at work.

# Support at work



Some people need extra support at work.

Support might include:

- A job coach



- Clear instructions



- Extra training

# Reasonable Adjustments



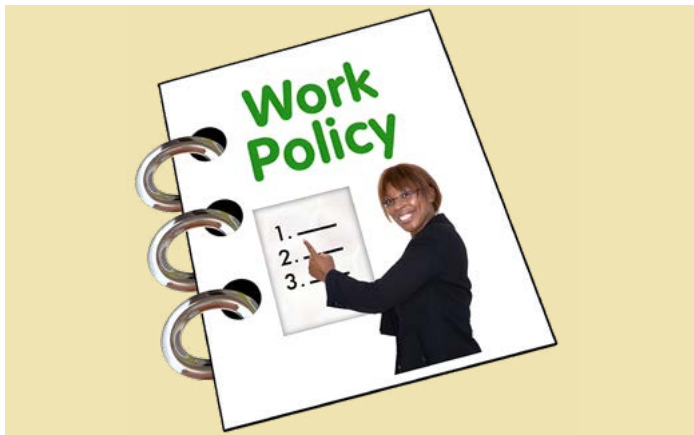
Reasonable adjustments are changes that your employer may make to support you to do your job.



Employers should help make work accessible and fair.

In the UK workers are protected by the Equality Act.

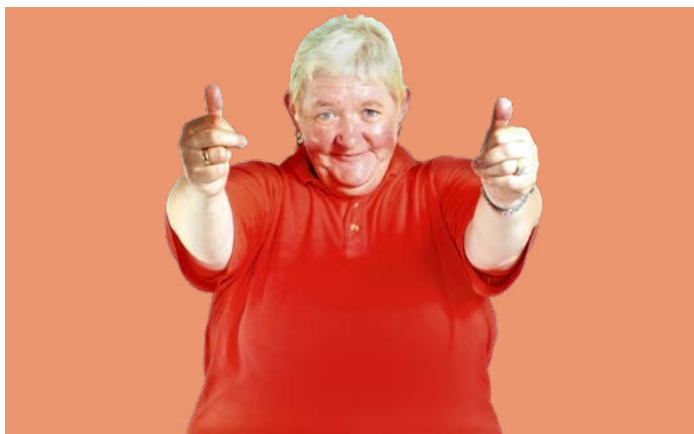
# Workplace Rules



Every workplace has rules.

Rules help keep everyone:

- Safe
- Respectful
- Organised



Rules might include:

- Arriving on time
- Wearing the right clothes or uniform
- Treating people kindly
- Following safety rules

# Your Responsibilities at Work



When you have a job, you should:

- Try your best
- Arrive on time
- Follow instructions and work safely
- Respect colleagues



## If You Need Help

It is okay to ask for help.

You can speak to:

- your manager or a supervisor
- a job coach
- a support worker
- a colleague



Asking questions can help you succeed at work.

# How to search for a job



There are many ways to search for a job:

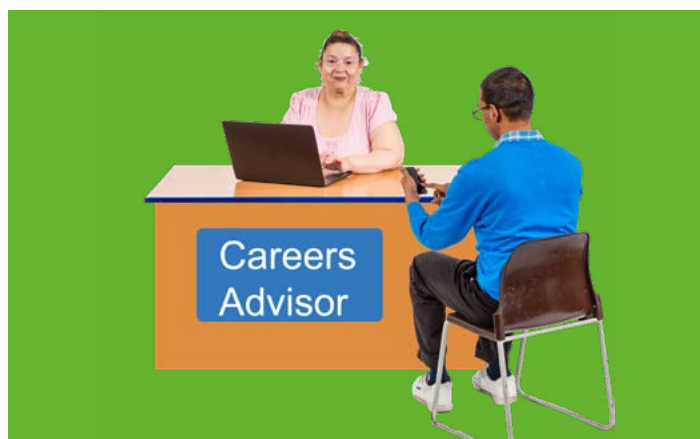
- Skillshouse  
[www.skillshouse.co.uk](http://www.skillshouse.co.uk)



- At the jobcentre or by online job searching



- Attending a careers or job fair



- Through support from a job coach

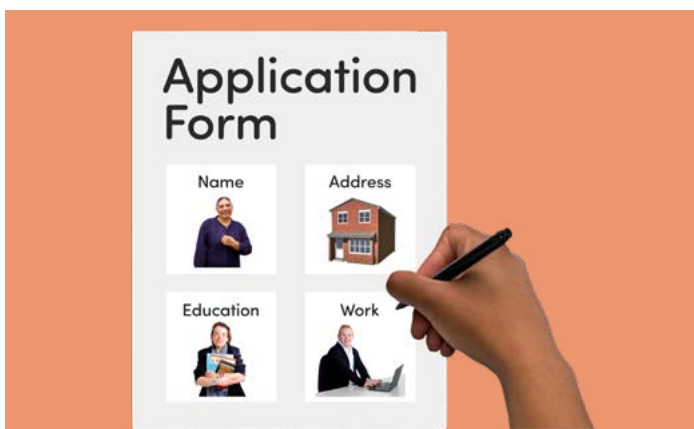
# How to apply for a job.



There are different ways you can apply for a job

- Sending a CV to the employer.

A CV has information about you, your skills, where you have worked or volunteered before and any qualifications you might have.



- Completing an online application form



- Employer websites



- Job recruitment sites such as Indeed, Reed.co.uk, CV Library, Monster and Gov.uk/find-a-job

# Interview



If your job application or CV is shortlisted, you will be invited for a job interview this might be:

- A face-to-face job interview where you are asked questions about your skills and experience
- A teams call. This means you are interviewed online



- A short work trial where you show your skills on the job



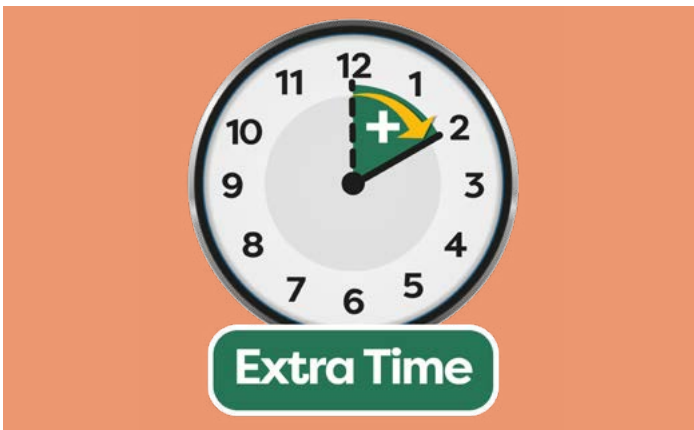
It is important to research the company and read the job description carefully



You can ask for reasonable adjustments at the interview.

Such as:

- Being given the interview questions before the interview



- Extra time for tasks



- Different ways to do any tests, such as speaking instead of writing or the other way round

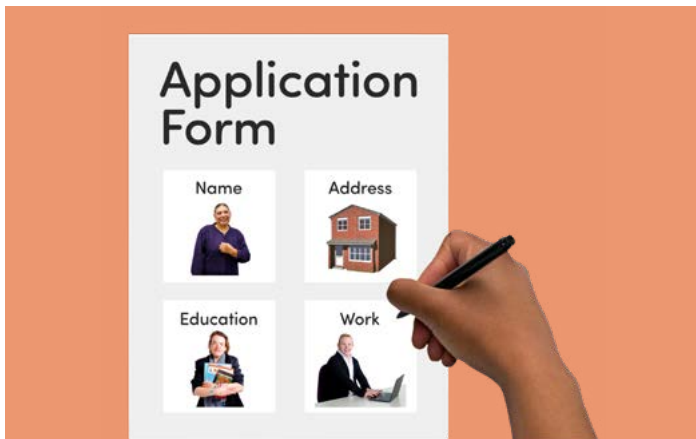


- A quiet room or space to have the interview in

# What is a CV?



A CV has information about you, your skills, where you have worked or volunteered before and any qualifications you might have.



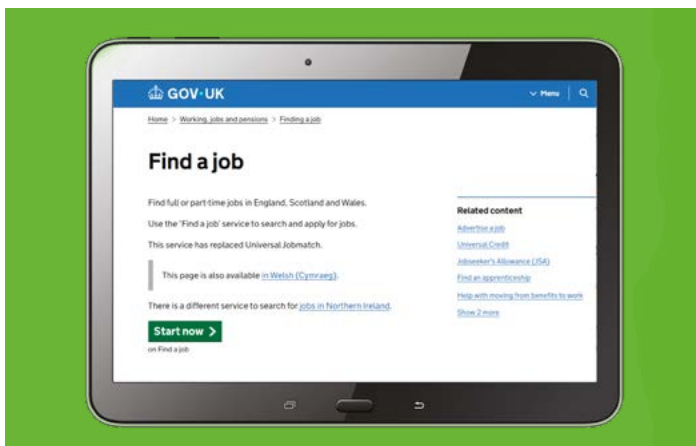
You can get help to create your CV:

- Education Careers advisor
- If on an internship
- Through a supported employment scheme
- Work or job coach



Here are some easy read guides that can help you create a CV.

[www.mencap.org.uk/employment](http://www.mencap.org.uk/employment)



If you have a disability or have a health condition and need support to get a job or to stay in work, you can get support from Access to Work.

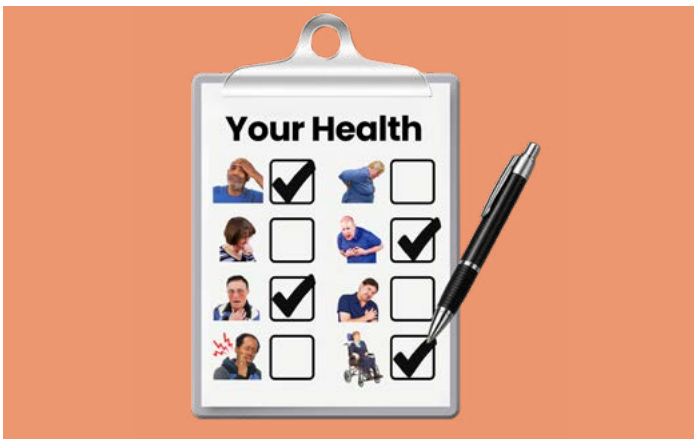
To find out more about how Access to Work can help you please visit:

[www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)



If you need help with benefits, financial information and support while you are looking for work go to:

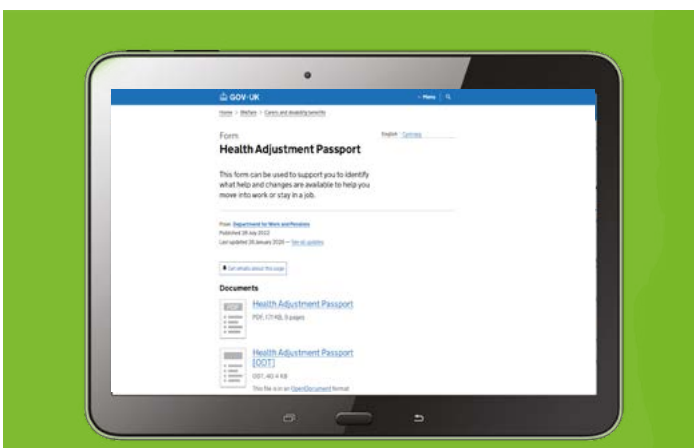
<https://www.gov.uk/browse/benefits/looking-for-work>



A Health adjustment passport is a document that will help you work if you have a disability or health condition that makes work difficult for you.



It can be used to help you think about what support and reasonable adjustments you may need when you are at work.



For more information please visit:

- <https://www.gov.uk/government/publications/health-adjustment-passport>



If you need any help with the information in this guide, please speak to:

- A parent, carer or friend



- Careers advisor



- Work coach



- Support worker or Social worker