



Time2Work

Module 1:

Support materials for young people entering the workplace for the first time

Approaching potential employers

Whatever direction you want to take the most important thing you can do is to **adopt a positive attitude and focus on what you CAN do or offer**, rather than what you can't. A positive attitude, enthusiasm and willingness to adapt or try something new are all attractive attributes to employers and may count for more than someone with more experience or higher qualifications.

When you are trying to work out what types of jobs you would like to do or the industry or companies you would like to enter or work in you should:

- **Search the internet** and look at different companies, industries, employment /careers websites and sign up for job alerts to see what is available
- **Keep records** of jobs that interest you and companies you may want to work for and monitor their websites. This will be a good practice for later on when you start applying for jobs, when you should keep a record of all of your applications and correspondence with employers
- **Talk to your friends, family, teachers, lecturers or potential employers** about your options and their experiences and knowledge of work. They may have some very useful advice for you or may be able to put you in contact with someone working in an area you are interested in, so you can find out more about it
- **Career counselling services** can help you discover what you are interested in and are also sometimes provided by schools, tertiary education centres or by the government for free. Others can be paid for privately
- Some countries have **regulations around employing people with disabilities** and offer special employment programmes. Employment centres should be able to advise on this

[NATIONAL ORGANISATIONS TO ADD NATIONAL REQUIREMENTS]

What is a curriculum vitae (CV) and why do you need one?

Before you approach an employer you need to have a good idea of what you have to offer and why they should employ you above other candidates. This information should be made available in a short, written summary or curriculum vitae (CV) and/or should be included in your application. You should also use this information to help 'promote' yourself to potential employers in interviews.

Your curriculum vitae (CV) lists your qualifications, skills, abilities and records any previous work experience, including school, college or university projects, such as working on a newsletter, or being part of a debating society or team activity, and/or any other relevant achievements and experience. Your CV and application are your passport to a gaining a job interview with an employer; these are your 'selling' tools. **Preparing a good case for why you are the best candidate for a job is essential when looking for work.**

Preparing your CV

Most job applications will be made online following a set format.

Applying for a job and preparing your CV may vary from country to country, but a good place to start is to look at the information on EuroPass:

<https://europass.cedefop.europa.eu/>

In some countries applications may require a photograph.

Tips

- Photo:** If you are providing a photograph, the overall effect should be positive. Photos should be taken with a light background. When taking a photo, dress appropriately for the job application
- Be positive:** To make a good impression focus on what you CAN do - emphasise your achievements, strengths, successes and how you could contribute to your employer's success/profitability. Add examples to support facts where possible. Include your skills when describing your roles, for example, 'team player', 'quick learner' etc.
- Be concise:** Do not add anything that is not required in the application form. Where you are given the opportunity to expand on your response to a question, provide the key facts in a clear, positive way. You can elaborate in more detail in your interview

Essential content

Key skills/attributes: Depending on the application form, there may be an opportunity to provide a short summary statement at the beginning of your CV or in your accompanying email to sell your skills, experience and qualities. Use no more than six positive words such as 'adaptable', 'conscientious', 'motivated' etc. Tailor your qualifications and skills relevant to the position being applied for

Any work

experience to date: Include any voluntary work, work placements or relevant school, college or university activities

Qualifications: Education

Skills, e.g. computer/IT

Never be tempted to invent qualifications or previous work; you might be asked for more information about them at a later stage

Interests:

Interests and hobbies may demonstrate skills such as leadership/teamwork, creativity, how you have overcome challenges and/or say something interesting about you

References:

You may be asked for references. You should ask potential referees to agree to this *before* providing their name.

[NATIONAL ORGANISATIONS TO ADD ANY NATIONAL REQUIREMENTS FOR REFERENCES]

Sending out your CV speculatively

If you are sending out your CV speculatively, it should be accompanied by a short covering email – see sample below.

Whilst your CV gives the facts about you, the covering email should explain succinctly why you are interested in working for the specific company or applying for a job and why you would make a good employee. Try and give a prospective employer reasons to want to read your CV.

Remember to...

- **Keep your CV up to date**
- **Revise your CV and application email for each job application** to highlight your qualifications, skills and/or experience that are particularly relevant to the position you are applying for
- **Ask a friend's opinion** on the CV and application. They can let you know if it represents you accurately – not being too modest or over exaggerating your abilities - and also help to proof read it

Employing people with disabilities

Regulations and laws covering the employment of people with disabilities vary by country. Employment centres should provide support, indicating any special employment programmes for people with disability.

[NATIONAL ORGANISATIONS TO ADD ANY NATIONAL REGULATIONS AND LAWS AFFECTING PEOPLE WITH DISABILITIES]

Some employers are committed to employing people with disabilities – look out for positive statements on disability or equal opportunities. Employers that have equal opportunities policies demonstrate they employ without prejudice.

What constitutes a disability?

Anyone with an ongoing, chronic, illness may qualify for protection against discrimination. In Article 1 of the United Nations Convention on the Rights of Persons with Disabilities (CRPD) defines disability as, *Persons with disabilities include those with long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others as a physical or mental impairment which has an effect on a person's ability to carry out normal day-to-day activities.*

See also the United Nations Convention on the Rights of Persons with Disabilities Article 27 below (page 5).

Disclosing your condition may be helpful later if you need to request 'reasonable adjustments'. If you have not declared your RMD an employer could be justified in failing to make adjustments for you.

Reasonable adjustments include aspects of your working arrangements such as the building or place of work or your working hours that might put you at a substantial disadvantage compared to a non-disabled person doing the same job. There is no certainty about what is or is not reasonable, but the cost and difficulty in making the adjustments and the size of the employer will be taken into account. Reasonable, but generally inexpensive adjustments might include:

- Allowing time for medical appointments or treatment
- Flexible working hours
- Providing car parking space close to work
- Adjustments to your work station etc.

(For example, reasonable adjustments are within your rights under the UK Disability Discrimination Act)

See also fact sheet, *Talking to employers, managers and co-workers*

United Nations Convention on the Rights of Persons with Disabilities

Article 27

1. States Parties recognize the right of persons with disabilities to work, on an equal basis with others; this includes the right to the opportunity to gain a living by work freely chosen or accepted in a labour market and work environment that is open, inclusive and accessible to persons with disabilities. States Parties shall safeguard and promote the realization of the right to work, including for those who acquire a disability during the course of employment, by taking appropriate steps, including through legislation, to, inter alia:

(a) Prohibit discrimination on the basis of disability with regard to all matters concerning all forms of employment, including conditions of recruitment, hiring and employment, continuance of employment, career advancement and safe and healthy working conditions;

(b) Protect the rights of persons with disabilities, on an equal basis with others, to just and favourable conditions of work, including equal opportunities and equal remuneration for work of equal value, safe and healthy working conditions, including protection from harassment, and the redress of grievances;

(c) Ensure that persons with disabilities are able to exercise their labour and trade union rights on an equal basis with others;

(d) Enable persons with disabilities to have effective access to general technical and vocational guidance programmes, placement services and vocational and continuing training;

(e) Promote employment opportunities and career advancement for persons with disabilities in the labour market, as well as assistance in finding, obtaining, maintaining and returning to employment;

(f) Promote opportunities for self-employment, entrepreneurship, the development of cooperatives and starting one's own business;

(g) Employ persons with disabilities in the public sector;

(h) Promote the employment of persons with disabilities in the private sector through appropriate policies and measures, which may include affirmative action programmes, incentives and other measures;

(i) Ensure that reasonable accommodation is provided to persons with disabilities in the workplace;

(j) Promote the acquisition by persons with disabilities of work experience in the open labour market.

(k) Promote vocational and professional rehabilitation, job retention and return-to-work programmes for persons with disabilities.

2. States Parties shall ensure that persons with disabilities are not held in slavery or in servitude, and are protected, on an equal basis with others, from forced or compulsory labour

SAMPLE EMAIL FOR SPECULATIVE APPLICATION

To: Mr Barry Dazzle, Head of Design, Dazzle Design Ltd.

From: Maria Sample

Subject: Interest in working with Dazzle Design



CV

Dear Mr Dazzle,

I read with interest the article about Dazzle Design in the latest issue of *Graphic News* and in particular the exciting creative designs you are developing for the Glug Beer campaign.

I have recently graduated from Design School with a degree in graphics. As part of my course work I was involved in developing creative platforms similar to those you have used in your Glug Beer campaign. As you will see from my attached CV, I believe that my three-month collage work-experience with Tech-co and ability to operate the QQQ package would make my skills particularly relevant for the type of work you undertake at Dazzle Design. Should you be considering hiring now or in the future, I would welcome an opportunity to meet you to show you my design portfolio and discuss how I could add value to Dazzle Design.

I am highly motivated and creative and able to work well within a team, as well as on my own.

Should you be interested, I am available for interview and look forward to hearing from you in the near future.

Kind regards,

Maria Sample

Maria Sample (Ms)

Email:

Mobile phone number: