

Easy read guide about starting work



Starting your new job



Starting a new job can feel scary and exciting.



We have made this guide to help you prepare.

Paperwork



You will get a letter to offer you a job.

The first letter is always a conditional offer.



This means that the employer would like to give you the job but needs to check what you are like.

This is called a reference.

Reference



The employer will ask someone that you have worked with or a friend for a reference.

A reference will recommend your skills for a job.



Once this is done you will get a formal offer.

It helps if you remind the person given you a reference to reply to the employer.

Prepare



There are things that you can do to help make starting your job easier.

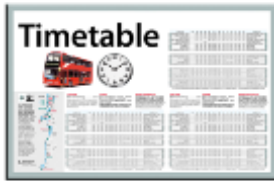
For example:



- Agree a start date with the employer



- Check what you have to wear for work



- Make sure you know how to get to work.

If you have to use public transport to get to work it would be good if you did a practice go.



- Make sure you know who to ask for on your first day.



- Make sure you have the phone number of your work and the address.

Talking to people



It is important to tell people about how you are finding the new job.

This can be people at work or family and friends



If Mencap has supported you to find your new job you can talk to the Mencap employment team who can help you.



Website: www.mencap.org.uk/employment



Phone number: 0808 808 1111