

# Finding a Job or Apprenticeship

## Am I ready for work?



Before applying for a job, it's a good idea to ask yourself if you are truly ready for work.

To help you answer this question, take a look at this leaflet. Do you still need to work on some of these areas?

If you do, have a look at the training section on Help You Choose for short courses that can help you to get ready for work and deal with any barriers you may have to getting the job you want.

### *Do I have these Personal Qualities?*

- Will I turn up for work on time, everyday?
- Will I stay until the work day is over?
- Am I willing to follow company rules even though I may not agree with them?
- Can I keep calm and remain positive even when things do not go as planned?
- Can I deal with the stress that comes with any job?
- Am I neat in my appearance and pay attention to my personal hygiene?
- Is the information I have put on my application true and accurate?

### *Do I have these Social Skills?*

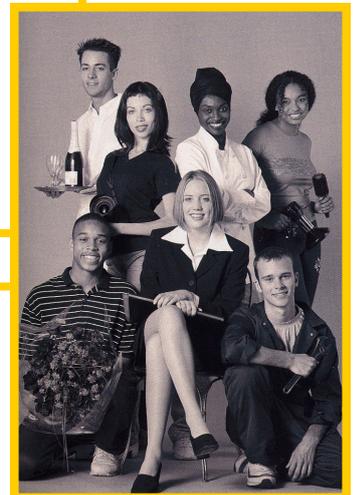
- Will I try to learn from my mistakes?
- Can I accept correction or criticism and respect other people's ideas?
- Do I typically say please and thank you and use good manners?
- Am I accepting and tolerant of others regardless of their gender, race, religion, age, sexual orientation or disability?

### ***Do I have these Communication Skills?***

- Can I read, understand and fill out a job application?
- Can I read and understand other employment documents like an employee handbook?
- Do I know the difference between stating facts and stating my opinion?
- Do I know English well enough to follow instructions and safely do my job?
- Can I write clearly so that others can read it?
- Will I ask my supervisor if I need help?

### ***Am I a team worker?***

- Am I a team player, willing to help others and accept help?
- Can I work to make everyone in the team successful?
- Will I listen to what others say and be willing to share what I think?



### ***What about my Education?***

- Do I have the right qualifications to get a job I am interested in?
- Can I use a computer?
- Can I do simple maths problems, like add and subtract?

### ***Do any of the following apply to me that might stop me from getting the job I want?***

- Do I have the right clothes for this type of work?
- Do I have a criminal record that might affect the work I am able to do?
- Do I have drug or alcohol issues that will affect my work?
- Do I have access to affordable childcare whilst I am at work?
- Do I have a backup plan if there are things happening outside work that might affect my being able to get to work regularly?
- Are other people in my life supportive of my decision to go to work?