


Easy Read Job Application Guide


Why work at DHS?


DHS is a **safe and inclusive workplace**.

We welcome:

- People with disability
- Young people (including trainees)
- People from all cultures and backgrounds


 DHS can **make adjustments** to support you in the application process.

 Email: lisa.shaw@sa.gov.au or DHSRecruitment@sa.gov.au

 **Tip:** It is OK to ask for help or support.

The Application Process (Simple Steps)


1. Read the job information
2. Apply online through the Careers Portal, or different option discussed
3. Wait to hear back
4. Go to an interview (if invited)

 **Tip:** You can ask someone to help you with any step.

Step 1: Before You Apply

The job advert and role description will tell you:

- What the job is about
- What skills you need
- Who to contact for questions

 **Tip:** If the job sounds interesting, apply even if you are still learning.

Step 2: Prepare Your Application


You will need:


- A **resume** (your experience)
- A **cover letter** (why you want the job)

You apply online through the DHS Careers Portal or via email as discussed with Lisa Shaw.

✓ **What to do if applying through the Careers Portal:**

- Create an account
- Fill in all required questions
- Upload your documents
- Click "Apply"

 You will get an email to confirm your application.

 **Tip:** Save your work as you go.

Your Resume (Simple Guide)

Your resume tells DHS about you.


Include:

- Your name and contact details
- Your skills (e.g. teamwork, communication, digital literacy)
- School, study, or training
- Work or volunteering (if any)

Traineeship tip:

It is OK if you don't have much work experience.

Include:

- School projects
- Volunteering
- Life skills
-  Keep it clear and easy to read.

Your Cover Letter (Simple Guide)

This is where you explain:


- Why you want the job
- Why you are a good fit
- What reasonable adjustments you will need to work safely and complete your job*

Keep it short (1–2 pages).

Easy structure:

1. Say which job you are applying for
2. Talk about your skills
3. Give simple examples
4. Say you are excited to apply


 **Tip:** Use simple sentences.


 **Tip:** Reasonable adjustments* - assistive technology; software with accessibility features; support worker; work desk modifications; screen readers, for example.

 **Tip:** Ask someone to check it.

Closing Date

Jobs close on a certain date.

 Late applications are usually not accepted.

 **Tip:** Apply early so you don't feel rushed.

What Happens Next?

A Panel (group of staff) will:

- Review applications
- Choose people for interviews

You will be told:

- If you are shortlisted
- Or if you were not selected

✔ You can ask for feedback.

💡 **Tip:** Not getting a job is normal. Keep trying!

Need Help?

- Contact the person listed in the job ad
- Or email DHS Recruitment

✔ Asking questions is encouraged

Final Encouragement

Applying for a job can feel stressful.

But you can:

- Take small steps
- Ask for help
- Try again if needed

💬 **You have something valuable to offer.**