

# Getting a job:

A guide to help you to find a job



## Booklet 4: Having a job

Created by Thera East's Employment Group



# 1. What is in this booklet



paperwork

This booklet will help you to prepare for having a job. This includes the paperwork that you will need to sign and understanding your probation period.



tip

You can also read some handy tips on how to be a good employee and to make sure that you keep your job.

Look at the list of pages below to find each section.



contents

1. What is in this booklet.....	2
2. Things you need to know about being employed .....	3
3. Support to do your work .....	6
3. How to keep a job.....	8
4. Contact us .....	9
5. My notes and ideas .....	11

## 2. Things you need to know about being employed



probation period

### Probation period

Every employment has a probation period. **A probation period is the first few months of your employment, when both you and your employer can see if you like working together.**



quit

This means that if you are unhappy with your work and want to quit your job, you can do this at any time during your probation period.



stop

In the same way, if your employer is unhappy with your work, or if they feel you do not fit into their team, they can ask you to stop working for them with immediate effect.

A probation period is usually between 3 to 6 months long.

### Notice period



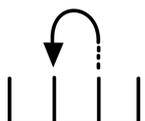
time

Once your probation period is over and you start your permanent employment, you will have to give your employer notice if you want to leave your job. **A notice period is the time you need to give to your employer, if you want to quit your job.**



writing

If your employer wants to let you go from your job, they also have to give you notice. You should give your notice in writing. Your employer also needs to give you notice in writing.

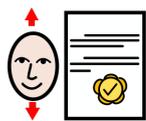


before

For example, if your notice period is one month, you have to tell your employer that you want to stop working for them one month **before** you intend on not going to work any more.

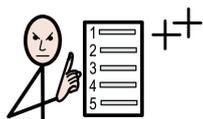
## 2. Things you need to know about being employed

### Contract of employment



contract

When you start work, you will receive a contract of employment that both you and your employer will have to sign.



conditions

**A contract of employment is a document that will tell you the terms and conditions of your employment.** These are things like:

- where you will work
- what your job title will be
- how much you will get paid
- when will you get paid each month
- how many days of holiday you have in a year
- how long your notice period is



pay



holiday

When you receive your contract make sure that you read it or have someone help you understand what is in it.



understand

If you have any questions about what is in your contract, or if you are unhappy about something in your contract, you have to ask about these before you sign it.



questions

Your employer will tell you how long you have to sign your contract or to ask any questions about it. Once you and your employer have signed your contract, you have to keep to its terms and conditions.

## 2. Things you need to know about being employed



change

### Please note:

If you want to change some terms in your contract after you have signed it, you will need to talk to your employer. If they agree to make the changes, you will need to sign a new contract.



disagree

If they don't agree to change the terms, then you will have to keep to the old terms.



# 3. Support to do your work



adjustments

## Making adjustments for you

Before you sign your contract, **make sure that you let your employer know of any adjustments or requirements you might need to carry out your job.**



reasonable

Your employer must make certain changes (known as ‘reasonable adjustments’) to make sure you’re not greatly disadvantaged when doing your job. These could include changing your working hours or providing equipment to help you do your job.

These can be included in your contract.



access

## Access to Work

If the help you need at work is not covered by your employer making reasonable adjustments, you may be able to get help from Access to Work.

You need to have a paid job, or be about to start or return to one.



support

You’ll be offered support based on your needs, which may include a grant to help cover the costs of practical support in the workplace.



pay

An Access to Work grant can pay for:

- special equipment, adaptations or support worker services to help you do things like answer the phone or go to meetings
- help getting to and from work

## 3. Support to do your work



benefits

You might not get a grant if you already get certain benefits.

The money doesn't have to be paid back and won't affect your other benefits.



information

For more information about how you can apply for Access to Work, visit your local job centre or the government website:

**<https://www.gov.uk/access-to-work>**



travel

### Getting to work

If you need help getting to work, you can also search for a local travel buddy scheme.

See if your local council has a scheme or if there is something a local charity or community group offers.

### 3. How to keep a job

If you are happy in your job, there are a few things you can do to help you keep your job. Here is some advice:



feedback

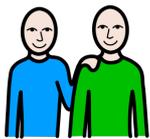
**Be open to feedback** - your colleagues might give you advice on how you can do your job better or how you can be a better member of the team. Make sure you listen to them and understand what they are saying before you decide what to do. Don't take comments personally as they are trying to help you.



review

**Ask for regular reviews with your supervisor** - if you have any problems, you can discuss them in a formal setting.

**Ask questions** - if you have a question, make sure you ask it!



friendly

**Be friendly and enthusiastic** - if you get along with your colleagues and do your job well, you should be able to keep your job for as long as you want it!

**Ask for extra training to build your confidence** - if you are unsure about how to do something ask for extra training or help.



ask

**Ask for extra support if you need it** - if you find something very hard to do, make sure you ask for help.



late

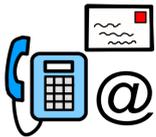
**Don't be late** - if you are always late for work, your supervisor will think that your work is not important to you. You may be breaking your contract if you do not arrive on time, which could lead you to losing your job.



dress

**Dress appropriately** - most work places will have a uniform or dress code. Make sure you wear the right kind of clothes to work so that you can feel safe and comfortable while you are working.

## 4. Contact us



contact

If you have any questions about this booklet, please contact your Service Quality Director, Managing Director or New Support Advisor.



Your Service Quality Director is

**Graham Skidmore**

Email: [graham.skidmore@thera.co.uk](mailto:graham.skidmore@thera.co.uk)

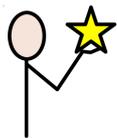
[bridie.stanford@thera.co.uk](mailto:bridie.stanford@thera.co.uk)

Tel: 0300 303 1253

Post: Graham Skidmore c/o Bridie Stanford

Thera East, The West House, Alpha Court,

Swingbridge Road, Grantham, NG31 7XT



important

**If you email Graham, please make sure that you include his Executive Assistant, Bridie Stanford, in the emails.**



The Managing Director for Thera East is

**Brenda McLoughlin**

Email: [brenda.mcloughlin@thera.co.uk](mailto:brenda.mcloughlin@thera.co.uk)

Tel: 0300 303 1253

Post: Brenda McLoughlin c/o Alison Nicholls

Thera East, The West House, Alpha Court,

Swingbridge Road, Grantham, NG31 7XT

## 4. Contact us



The New Support Advisor for Thera East is

**Alex Burns**

Email: alex.burns@thera.co.uk

Tel: 0300 303 1253

Post: Alex Burns

Thera East, The West House, Alpha Court,  
Swingbridge Road, Grantham, NG31 7XT

## 5. My notes and ideas



notes

Use this page to write down any questions you might have or anything you would like to find out more information about.



INVESTORS  
IN PEOPLE | Gold

DRIVING UP  
QUALITY

