

## Starting a new job



Starting a new job can feel scary and exciting.



We have made this guide to help you get ready for a new job.



## Getting a job offer

You will get a letter to offer you a job.

The first letter is always a conditional offer.



A conditional offer means that the employer would like to give you the job but first they need proof to check what you are like.

This is called a reference.



## Getting references

The employer will ask people that you have worked with before, or a friend for a reference.

A reference will tell the employer if you have the right skills for the job.

It helps if you tell the person who needs to give you a reference, to send it to the employer.



Once the employer has your references you will get a formal offer from them.

A formal offer is when the employer says you can have the job if you want it.



## Getting ready to start a new job

There are things that you can do to help it easier for you when you start a new job.

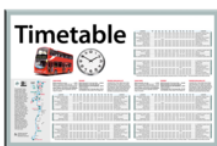
### For example:



- Agree a start date with your new employer.



- Check what you should wear for work.



- Make sure you know how to get to work.

If you need to use a bus or train to get to work, try to do a practice journey before you start.



- Make sure you know the name of the person you need to ask for and meet on your first day.

A yellow rectangular form with three sections. The first section is labeled 'Name' and has a horizontal line below it. The second section is labeled 'Address' and has two horizontal lines below it. The third section is labeled 'Phone Number' and has a horizontal line below it.

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



## **Talking to people at work**

It is important to tell people about how you are finding your 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.



You can email the employment team at:

[employment.support@mencap.org](mailto:employment.support@mencap.org).



If you want to speak to someone, you can call our Learning Disability Helpline on: **0808 808 1111**



You can find out more about [our employment services on our website.](#)



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