



Applying for a Job

To begin with, you need to know the basics of applying for a job regardless of disability: how to write a resume, how to request an interview, how to collect information about the company and position you're applying for, how to dress and groom yourself for the interview and how to conduct yourself during the interview. Refer to books on preparation for job interviews and use the resources provided on the HLAA website.

Only apply for jobs for which you are qualified.

The ADA prevents discrimination against qualified employees. Make sure the essential functions of the job match your skills.

The Equal Employment Opportunity Commission (EEOC) has pinpointed four key issues determining whether a job function is essential:

1. Does the job require performing one specific function? For example, a telephone operator's job may have only one essential function.
2. What degree of expertise or skill is required?
3. What's the work experience of other employees in this job?
4. Could another employee perform the marginal tasks not essential to the job? (For example, could another employee field the telephone calls for you?)

Get experience through volunteer work.

If you think you lack the skills or experience for the kind of job you want, you may develop them through volunteer work. Many cities and counties provide volunteer centers to link people who are willing to work for free to places that need extra help. Not only does volunteering help enhance your skills, but it will build your resume and show a prospective employer that you were willing to take your time to volunteer.

Develop new skills and take advantage of training opportunities.

Take advantage of opportunities to go back to school, or to take part in workshops or educational forums to increase your skills and value to your prospective employer.