

Disabled people at work – options form

If you are a disabled person there are two ways we can help you:

Guaranteed interviews

We use the Disability Symbol to show our commitment to employing disabled people. As a Symbol user, we guarantee an interview to disabled people who meet the essential requirements of the job. We realise that some disabled people will not want to use the scheme as they prefer to be offered an interview purely on their own merits, so we are giving you a choice. If you want to apply under our guaranteed interview scheme, please fill in the declaration below.

Reasonable adjustments for interviews and tests

Tell us how we can help remove any barriers for you in our recruitment process. We want you to do well, so it is important you tell us how we can help. You might need a car parking space, a British Sign Language interpreter, an induction loop or information in another format. You might need extra time at an interview if you have dyslexia. Whatever you need, tell us and we will try to meet your needs.

Name: _____

Address: _____

Job you are applying for: _____

I am applying for this job under the 'guaranteed interview' scheme: Yes No

I need these 'reasonable adjustments' to help me at interview:

The Disability Discrimination Act says someone is a disabled person if they have:

... a physical or mental impairment which has a substantial long-term adverse effect on their ability to carry out normal day to day activities.

I consider that I am a disabled person as defined by the Disability Discrimination Act

Signature: _____ Date: _____

Tell us if you need this form in large print, in Braille, on tape or on computer disk.

Send this form back with your job application. Fill in a new form for every job application you send to us.