

Disabled students – Job applications

1. Where to search for vacancies with employers who will understand your disability?

- By law every employer is required to support disabled employees by means of reasonable adjustments but some employers are more disability-friendly than others.
- The **Disability Confident Scheme** is awarded by the Jobcentre Plus to help job applicants identify organisations committed to helping disabled workers. This includes supporting you during recruitment into employment and throughout employment.
<https://disabilityconfident.campaign.gov.uk/>
- The Disability Confident logo will usually be displayed on their website and in recruitment materials. You can search for Disability Confident employers at:
www.gov.uk/government/publications/disability-confident-employers-that-have-signed-up
- Many employers are inclusive and would treat you well but aren't part of the scheme so don't discount them.
- Disability specific recruitment schemes (e.g. guaranteed interview schemes and internships for disabled students) can be useful but there are limited places.
- See our '**Disabled students – organisations who provide job-hunting support**' leaflet available in firstpoint for further information.

2. Improve your chances

- Volunteering/work experience/part time jobs can help you decide if you enjoy various aspects of work and confirm if a job or career interest you. It also provides you with the opportunity to examine what impact (if any) your disability may have on you in the workplace and to develop strategies to overcome any barriers.
- Experience will show commitment, develop skills, build your network and provide evidence to employers that you can do the job. Go to www.worcsu.com/volunteer/ or www.do-it.org for volunteering opportunities.
- Part time work is also useful as it may show a potential employer that you have the skills they are looking for. Most employability skills are transferable. Part time jobs are advertised on myCareer, just filter on 'part time' in the left hand column.

3. Disclosure

- There are no rules in relation to disclosure and you aren't legally required to disclose a disability to an employer. You may, however, choose to disclose as you will then be protected by the Equality Act and can also discuss any reasonable adjustments or support you may need from the moment you disclose.
- If you have indicated on your application that you have a disability they may ask you about it in order to make '**reasonable adjustments**' (see section 4 below) for the interview process e.g. if there is a work related activity they may ask if you need any particular equipment or support to undertake the activity.
- If you do decide to talk about your disability you should explain how it affects you in relation to the job. Make sure you're positive and talk about how you've overcome any hurdles. Then explain any adjustments you would need the company to make and end by saying you're available to discuss if they have any questions. Once you have disclosed you will be protected by the Equality Act and the employer will be under obligation to make any reasonable adjustments.
- Bear in mind that if you choose not to tell your employer and later underperform, you won't be covered by the Equality Act. An employer who was unaware of your condition can't be judged to have discriminated against you.

4. Reasonable adjustments

- The Equality Act 2010 requires employers to make reasonable adjustments if their employment practice, premises or lack of auxiliary aid/service places a disabled job applicant/employee at a substantial disadvantage compared to people who are not disabled. <https://www.gov.uk/guidance/equality-act-2010-guidance>
- Before you request any adjustments make sure you think about where you will be working, what you will be doing, what you will need & what an employer could reasonably alter.
- If you want to request reasonable adjustments, email the recruitment team and explain briefly the effects of your condition relevant to the interview or assessment and what adjustments you need. Try to do this with as much notice as possible so that any adjustments can be put in place.
- E.g. If you are invited to complete online assessments as part of the recruitment process and your disability might affect your performance then it is often advisable to let the recruiter know before you start them. You may be entitled to adjustments such as extra time or using different formats.
- E.g. Before your interview you can let someone in recruitment know that you would like to declare a special requirement for the interview such as having a later interview, having the interview questions written down or expressed in a less complicated way and making the room and equipment accessible for your disability.

5. Once you have been offered the job

- If the help you need at work isn't covered by your employer making reasonable adjustments, you may be able to get help from **Access to Work**.
- This is a government scheme run by **Jobcentre Plus** offering a grant to cover all or part of the costs of workplace adjustments assessed as necessary to support you as a disabled employee if you are eligible. To find out more go to <https://www.gov.uk/access-to-work/overview>

5. Further information & support

You may benefit from discussing disclosure and reasonable adjustments with the Disability & Dyslexia Service and the Careers & Employability Service, or you may wish to contact your new employer directly to make a list of the adjustments you need.

- See our **'Disabled students – organisations who provide job-hunting support'** & **'Disabled students – adjustments in the workplace'** leaflets available in firstpoint for further information.
- Contact the Disability & Dyslexia Service on disability@worc.ac.uk and the Careers & Employability Service on careers@worc.ac.uk

If you would like to book a careers appointment, please visit:

<https://worcester.targetconnect.net>

myCareer

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