

Welcoming Applicants with a Disability

Thank you for enquiring about a job vacancy within the Trust. If you consider yourself to have a disability the information provided below may be of interest to you.

The Trust considers its employees to be one of its most valuable resources and is therefore committed to developing and sustaining positive measures that will encourage the recruitment, development and retention of people with disabilities. To support this, the Trust has in place an Equality, Diversity and Human Rights Policy.

At each step of the recruitment process, we are committed to ensuring the following:

Applications

We are committed to ensuring job information will be provided in alternative formats on request to an applicant with a disability, e.g. in large print, in Braille, on tape, on computer disk etc.

We are committed to ensuring an application will be accepted in an alternative formats from an applicant with a disability, e.g. typewritten, by phone, on tape, on plain paper, on computer disk, in Braille etc.

Shortlisting

We are committed to ensuring that any applicant who declares that they have a disability and who meets the essential criteria for a job vacancy will be guaranteed an interview;

We are committed to ensure that all applicants will be assessed solely against objective job related criteria and will be considered on their abilities and the contribution and commitment they can provide to the organisation;

We are committed to ensuring that job descriptions will be as flexible as possible with the scope to make minor modifications, as a person with a disability may be able to do a job differently without reducing their ability to carry out the tasks/duties of the role effectively;

We are committed to ensuring that person specifications will contain essential criteria which relates to the requirements of the job and which will not serve to exclude a person with a disability; in cases where a person with a disability cannot meet the essential criteria, consideration will be given as to whether that person would meet the essential criteria with a reasonable adjustment;

Interview & Assessment

We are committed to ensuring applicants who are invited to attend a selection test or interview will be asked to identify any necessary adjustments that need to be made in advance to enable them to participate equally in the selection process;

We are committed to ensuring that reasonable adjustments will be made to interview arrangements where necessary for an applicant with a disability such as altering the time of the interview, the venue or the method, for example, allowing for the provision of an interpreter or ensuring wheelchair access;



Induction

We are committed to ensuring that adjustments to the induction process will be considered in advance to ensure that an employee with a disability is introduced into a new working environment in a clear, structured and supportive manner;

Once employed by the Trust, a person with a disability will enjoy equal opportunity in terms of selection for promotion or transfer, training and career development. The Trust is fully committed to retaining staff who become disabled or who have a disability which alters in some way whilst employed.

If you would like further information or wish to discuss your requirements further, please do not hesitate to contact our Resourcing team on 024 76969192 or email recruitment@uhcw.nhs.uk

