



## **Reasonable adjustment guidance for applicants**

Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's disability. For example: making changes to the workplace changing someone's working arrangements or the recruitment process. For more information, you can read the government guidance on [reasonable adjustments for disabled workers](#).

### **1.0 Requesting a reasonable adjustment**

As a Disability Confident employer when applying for a job with Leeds and York Partnership NHS Foundation Trust (LYPFT) you will be asked if you need an adjustment at every stage in the recruitment process. This is the main way we identify those needing an adjustment during the recruitment process.

Our Trust values are simple, caring and integrity, and we stand by these, so we want to support you if you need an adjustment in the recruitment process, even if you do not feel you qualify for the [Disability Confident Scheme](#). We will keep the process simple and straight forward and put you and your needs at the heart of decisions made.

To request a reasonable adjustment, you should provide the following information:



- the reason you need an adjustment
- possible adjustments which could help
- previous adjustments you have had (if any).

Submit your request to [recruitmentlypft@nhs.net](mailto:recruitmentlypft@nhs.net)

After you have applied, a recruitment officer or hiring manager will contact you to understand and confirm the type of adjustment you need.

This can be at any stage of recruitment process, before applying or ahead of the interview. There is no minimum number of days to submit your request or deadline to do this.

## **2.0 Reasonable adjustments later in the recruitment process**

You may realise later in the selection process that you should have requested an adjustment when submitting your initial application. If this happens, please request help from the named contact in the job advert.

### **Examples of reasonable adjustments you can request.**

- application form in an alternative format
- changing the time, location or format of interviews
- providing interview questions in written format
- providing interview questions in advance of the interview
- a sign language interpreter
- a supported test session
- additional time in timed tests, interviews or other assessment activities
- advice about assistive technology



**This is not an exhaustive list and we will consider any reasonable adjustments that you might need.**

Once you have submitted your request, the hiring manager and the recruitment team will work together to consider your request. The outcome will be sent to you in writing via email.

### **3.0 Workplace adjustments**

If you are successful and offered a job, you can discuss ongoing adjustments before starting work.