



Recruiting applicants with a disability

Our University's membership of the 'Two Ticks' accreditation scheme has been replaced by the Government's Disability Confident Employer scheme. As a leading employer we're committed to hiring more people who are disabled to help us transform our culture, customer relations and performance.

- [Disability as a protected characteristic.](#)

Why we use the disability symbol

The symbol helps to make it clear that we welcome applications from disabled people and are positive about their abilities. It also shows existing employees that we value their contribution and will treat them fairly should they become disabled.

Your responsibilities

All candidates should be assessed on their abilities, experience and suitability for the post according to criteria relating to the qualities needed to undertake the duties of the post as outlined in the Job Description.

Our commitment applies to all applicants, irrespective of nationality. However, UK immigration and other legislation still applies. That is to say a disabled candidate who requires a work permit, but who applies for a post for which one wouldn't be granted, shouldn't be shortlisted.

In cases where advice is needed on a medical condition or on the safety implications of recruiting a disabled employee, Human Resources will liaise with Occupational Health or other specialist agencies for guidance.

Positive discrimination

Implementation of the Disability Confident Employer scheme doesn't breach employment legislation. The Disability Discrimination Act permits this kind of positive action. Remember, although disabled candidates who meet the essential criteria on the person specification are guaranteed an interview, they aren't guaranteed a job offer. The disabled candidate must be considered on their merits along with other candidates.

If a disabled candidate meets the essential criteria measurable from the application form

Candidates who are disabled and meet the **essential** criteria stated on the person specification must be invited for interview, regardless of the nature of their disability. This is a guarantee of an interview, but **not** necessarily of a job offer.

If a disabled candidate doesn't meet the essential criteria measurable from the application form

If any candidate doesn't meet the essential criteria measurable from the application form, then they shouldn't be shortlisted. However, if you don't shortlist a candidate who has disclosed a disability the reason should be recorded.



Interviews

Inviting to interview

When making the interview arrangements, remember to ensure that any adjustments or special arrangements that need to be made are put in place. If you need help with this the Resourcing Manager, Resourcing Advisers or the Head of Equality and Diversity will be able to advise you.

Consideration will be given to interview arrangements to ensure that a person with a disability isn't at a substantial disadvantage compared to other applicants. This may include ensuring that the interview room is accessible for any applicants with mobility difficulties or providing a sign-language interpreter.

Interviewing

During the interview process you should assess how closely applicants with a disability can meet the requirements of the post and you should act positively and flexibly to a need for reasonable adjustments.

Withdrawing an offer

It should be recognised that there may be situations where no reasonable adjustment can be made to allow the employment of an otherwise suitable applicant. In such cases, an offer of employment may be withdrawn.

If you're unsure if someone has a disability or not

Candidates are given the legal definition of what a disability is in the application form and asked to indicate whether they comply with the definition. The legal definition also covers mental ill health and certain degenerative diseases that may not have obvious symptoms, so care must be taken.

We make it clear that any false declaration may result in the withdrawal of an offer of employment.

If you're in doubt, talk to your [HR Contact](#) or to the [Head of Equality and Diversity](#).

If the disabled candidate isn't the best person at interview

If they aren't the best candidate for the job, they shouldn't be offered the job. However, ensure that you're making the decision on the basis of their performance at interview and not on the implications of employing them.

They should be advised that they're the successful candidate. In law, the University is required to make any [reasonable adjustments](#) that are required to ensure that a disabled candidate is able to do the job.



Reasonable adjustments

There is a central University fund for reasonable adjustments. Funding may also be available via Access to Work (AtW), the government scheme that provides funding to employers employing a disabled person. If we're applying for funding from Access to Work, applications must be made within six weeks of the commencement of employment. Contact [Equality and Diversity](#) to discuss funding for new staff.

- [Further information about Access to Work.](#)