



GUIDANCE NOTES FOR CANDIDATES WITH A DISABILITY

We are committed to good practice in employing people with disabilities. We guarantee to interview all applicants with a disability who meet the essential criteria of a post and to consider applicants on the basis of their ability to do the job.

REMEMBER! IF YOU DO NOT WISH TO DISCLOSE THAT YOU HAVE A DISABILITY THEN WE CANNOT GUARANTEE YOU AN INTERVIEW UNDER THE SCHEME OUTLINED ABOVE

The Disability Discrimination Act 1995 defines a disability as:

“a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”:

- **Physical impairment** includes sensory impairments
- **Mental impairment** includes learning disabilities
- **Substantial** means that the effect must be more than minor, eg. the inability to turn taps or knobs or to remember and relay a simple message
- **Long term** has lasted, or is likely to last at least 12 months or for the rest of your life
- **Day to day activities** are activities carried out on a regular basis, including mobility, manual dexterity and physical co-ordination

Please complete the section below if you consider yourself to have a disability:

Please give details of how you consider yourself to have a disability and how long this has lasted:

If you consider yourself to have a disability, has it prevented you from meeting the essential requirements for the post?

Yes

No

If yes, please provide further information:

Please state below any special facilities or aids you may require should you be invited to attend for interview: