

RECRUITMENT GUIDANCE/INFORMATION FOR PEOPLE WITH A DISABILITY

Warwick District Council is committed to a positive approach with regard to the recruitment of individuals who have a disability. The definition used to define a disability is as stated in the Disability Discrimination Act 1995:

"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".

The Council is very focused on equality of opportunity and recognising the diverse needs of both employees and people in the community. The Council has a comprehensive Equality policy and is also committed to the Disability Symbol, which is a nationally recognised award that enables employers to demonstrate their commitment to good practice in employing and retaining people with disabilities.

Guaranteed Interview Scheme:

As part of the commitment to meeting individual needs, Warwick District Council actively encourages applications from suitably qualified disabled persons. All applicants with a disability who demonstrate in their application that they meet the minimum criteria for the job vacancy will be interviewed for the post and will be considered on their abilities.

Completing the Application Form

The information you provide on the application form will be used to determine whether you meet the essential requirements for the post, as set out in the Job Description and Person Specification. It is therefore essential to ensure your application form details how you meet the role requirements. The 'Guidance Notes for Completing Your Application Form' provides further information to assist you.

If your disability makes it difficult for you to complete the application form, you are encouraged to contact the recruiting Service Area to discuss the most suitable alternative for you in completing the application information. This may be providing a tape recording of your application form or asking someone else to complete the actual form on your behalf. If you do require someone to complete the application form on your behalf, please state this in your application form under 'Section Four - Relevant Skills, Experience and Abilities'.

The Interview Process

If you are invited to attend for interview and have any special requirements, please ensure you provide information relating to this in your application form. If further clarification is required, the Council will contact you prior to interview to confirm your specific needs.

Support for Successful Applicants

If you are successful in securing a post at Warwick District Council, you will be contacted before commencing your employment to discuss any special requirements you may have. The Council will work with you to meet your specific needs.

You will be consulted about which colleagues, if appropriate, should be made aware of your disability in order to ensure your safety whilst at work. The Council will respect your judgement and wishes.

If you have any problems once you have secured employment with Warwick District Council, your Manager or a member of the Corporate Personnel Services Team will work with you to provide support and assistance.