

# JOB INTERVIEW GUARANTEE SCHEME

## **Giving Disabled Job Applicants a Chance**

The Equality Act (2010) provides protection for disabled people in relation to employment and access to employment. It falls in two parts. Firstly, it is unlawful to treat a disabled person less favourably than a nondisabled person where such treatment cannot be justified and secondly, there is a duty to make reasonable adjustment to accommodate a disabled person within employment. Such adjustments must be with the clear consent of the landlord where the property in which the disabled person will work is not owned by the employer. A disability is defined as 'a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. A long-term impairment is one, which has lasted, or can reasonably be expected to last, at least 12 months. There is also an expectation within the performance indicators laid down by the Audit Commission that within local government, the percentage of disabled people within our employment should be proportionate to those resident in the community.

Warwickshire County Council is committed to the employment of disabled people and is proud to display the Disability symbol as acknowledgement of this. It agrees with the Employment Service that disabled people should at least be given the opportunity to compete for jobs with able bodied people and as such operates a job interview guarantee scheme for all vacancies advertised.

## **An interview guaranteed if they meet the person specification**

An interview is guaranteed to those people who meet the definition of disability under the Equality Act 2010 in order to encourage them to apply for our jobs. It will apply to those who meet the criteria and wish to take advantage of it and who meet the essential criteria for doing the job. Not all disabled people will choose to exercise this right, or to be identified by their disability – it is a personal decision. The Council's job application form contains a section headed 'Guaranteed Interview for Disabled People', and if this section has been completed, the candidate must be included in the shortlist for interview unless, in the judgement of those drawing up the shortlist, he/she does not meet the essential criteria for appointment to the job. Where those drawing up the shortlist believe the candidate does not meet the essential criteria, the individual will be entitled to a detailed account of those criteria that they do not meet.

## **Important to get it right**

If the scheme is to work to the advantage of the disabled person and to the Council, it is vital that those who are called for interview are capable of doing the job and that those appointed can meet the essential requirements of the job. It is equally important that having committed to this scheme, those applicants who meet the essential criteria are indeed called for interview. As a recruiter, you will need to pay particular attention to both the job description and to the person specification and to ensure that you distinguish between the essential criteria and desirable criteria within the person specification.

## **Facilities to conduct the interview**

When inviting disabled people for interview it will be necessary to consider the suitability of the venue and any special services that may be needed. This can perhaps best be addressed by including the following in the invitation to all interviewees, whether they have advised they are disabled or not.

*'If you have any temporary or permanent incapacity (broken limbs, sensory handicap, physical disability, etc) which you would like us to take into account in the arrangements we make for interviewing you, please let us know and we will do our best to accommodate it'.*

Sign language interpreter services, to enable deaf people to be interviewed, are available free of charge by contacting SASU at Coventry Technical College on 02476 526700 ext.6947.

### Help with employing people with disabilities

There are a range of facilities available to help disabled employees to do the job:

- **Adaptations to premises and equipment** – grants up to £6,000 to meet the needs of specific disabled employees (**NB:** The Disability Discrimination Act requires that reasonable adjustment should be made to accommodate those people with a disability)
- **Fares to work** – up to 75% of fares for severely disabled employees with travelling difficulties
- **Personal Reader Service** – financial assistance towards cost of part-time reader to blind or partially sighted employee
- **Special aids and equipment** – on free permanent loan to enable the disabled employee to cope with the job

#### We are here to help

Further information and assistance can be obtained by contacting us;

Resourcing Team, Shire Hall, Market Place, Warwick, CV34 4RL. Email:  
[recruitment@warwickshire.gov.uk](mailto:recruitment@warwickshire.gov.uk) or Tel.: 01926 418125

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| Publication Version & Date | V1.2 May 2016 |
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