

Supporting Disabled Job Applicants

Recruitment and Selection

Adapted from *'Supporting Disabled Staff: a guide for disabled staff, job applicants and line managers'*¹

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1. Applying for a job at the University

New jobs are advertised weekly on the University website and sometimes in the national press. A new online recruitment process has been introduced and is accessible to disabled applicants.

When applying, if you require a job pack in an alternative format, you can contact Human Resources (HR) (see Contact details).

¹The guide can be found at the following link. Some links within the guide are only accessible to current members of staff:

http://www.kingston.ac.uk/aboutkingstonuniversity/factsandfigures/diversityandequality/documents/supporting_disabled_staff.pdf

2. Equality information requested at application

At application stage, you are asked to complete our Equality Monitoring Form (section 8b, 'Telling us about your disability: equality monitoring'). This information tells us if we are doing enough to attract candidates who have protected characteristics² as defined by the Equality Act 2010. We can take positive action to do so if we are not. The Equality monitoring information is not available to those involved in the short-listing process.

3. Access around campus

The University makes every effort to ensure that it is accessible at all times to staff, students and visitors. If you have concerns about accessibility, please contact HR to discuss (see Contact Details).

DisabledGo (www.disabledgo.com/en/org/kingston-university) is a disability organisation that produces thorough online access guides for a huge range of venues across the UK. The DisabledGo logo is available on many of the University's campus and other web pages. Clicking on it will take you to detailed information about our campus buildings and facilities, such as the number of stairs, or where an accessible toilet can be found.

4. Requesting reasonable adjustments for interviews

Invitation to interview emails and letters carry the following statement:

"Kingston University values diversity and promotes equality. We encourage and welcome applications from all sections of society. If you would like any reasonable adjustments or additional arrangements at your interview, please contact HR on 020 8417 3157 or 020 8417 3103."

5. Access to Work – interview support

If you require a British Sign Language interpreter or a communicator for your interview, you will need to do two things:

1. Contact Access to Work (see Contact details) who will usually agree to provide funding over the phone.
2. Contact HR. If you have a contact for an interpreter or communicator then advise HR, if you do not have a contact, HR can help you find someone.

Both BSL interpreters and Communicators will be fully funded by Access to Work and paid for, in the first instance, by the University's Central Fund.

²The Equality Act 2010 defines protected characteristics as: Age, Disability, Gender reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

6. Post-offer work health assessment

Following a successful job offer, all candidates are required to complete a work Health Assessment Form which will be returned directly to Occupational Health. Your completed form is not seen by anyone outside Occupational Health. If necessary, Occupational Health will seek your consent to obtain further relevant medical information. If adjustments are recommended or advised, they will seek your consent to inform HR, your line manager and anyone else who may be able to assist in providing those adjustments.

If you require adjustments to your workstation or the way your work is organised and you have a start date, Occupational Health may advise you to contact Access to Work (see 'Supporting Disabled Staff'³ - section 4.1). Access to Work can appoint a specialist to carry out an assessment of your workplace and make recommendations based on the latest equipment and adaptations available. **If an application is made within six weeks of your start date, approved funding required for reasonable adjustments will usually be paid in full by Access to Work.**

7. Applying to Access to Work on receipt of your start date

If you are, or think you might be disabled, or you know that you have a condition which affects your ability to carry out your duties at work on a day-to-day basis, then the University will need to work with you to make sure that appropriate reasonable adjustments are put in place. If, when you were at school, college or university arrangements were made to assist your learning or you were in receipt of Disabled Students Allowance, then it may be that similar arrangements will be required for you at work.

If an application is made no later than 6 weeks after your start date, funding for approved adjustments will usually be paid in full by Access to Work.

Once you have a start date, however far away it is, you can begin working with the University to make sure adjustments are in place for you when you start. Access to Work will ask for the name of your line manager which HR can provide for you if you do not already know it.

³The guide can be found at the following link. Some links within the guide are only accessible to current members of staff:

http://www.kingston.ac.uk/aboutkingstonuniversity/factsandfigures/diversityandequality/documents/supporting_disabled_staff.pdf

8. Additional information

a) The Meaning of disability

The Equality Act defines someone as disabled if they have a mental or physical impairment that has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

For the purposes of the Act these words have the following meanings:

- **substantial** means more than minor or trivial. The person is still considered disabled if the effects of their impairment are alleviated or removed by ongoing medication, treatment or aids
- **long-term** means that the effect of the impairment has lasted or is likely to last for at least twelve months.
- **normal day-to-day activities** include everyday things like eating, washing, walking and going shopping. It also includes non-specialist, work-related activities such as using a keyboard

Please note that the Equality Act 2010 has replaced all previous equality related legislation such as the Disability Discrimination Acts 1995 and 2005.

This definition is quite broad. For example, it covers people with progressive conditions, cystic fibrosis, depression, diabetes, dyslexia, repetitive strain injury (RSI) or severe facial disfigurement. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis.

If you are unsure whether or not your issue can be defined as a disability, you can contact Occupational Health for an informal discussion (see Contact Details)

b) Telling us about your disability

Disclosing your disability

If you are, or you believe you may be disabled, the University encourages you to disclose this to enable us to put in place measures that will remove barriers for you. We are committed to ensuring equality and to meeting our duties under the Equality Act 2010. If you disclose your disability to us at the earliest opportunity, we can work with you to ensure you enjoy a fair and equal recruitment process and experience of working life. If you choose not to tell us, we may be unable to identify and address your needs. If you face barriers to doing your job to the best of your abilities, either now or in the future, we risk losing you as an employee. This doesn't make sense for us as an organisation; we hope that you feel it is in your best interests to disclose.

Equality monitoring

Both job applicants and current staff members can help the University to monitor equality in the workplace by providing us with information that will remain confidential. For job applicants, this will be the Equality Monitoring Form, and for existing staff, this is the **Yourself** section of the intranet, StaffSpace (only available to existing staff). We use this information for monitoring purposes only; it is not revealed to your line manager or colleagues. This information can tell us if we are doing enough to attract candidates who have protected characteristics and can help determine how resources are allocated.

If you want the University to work with you to put reasonable adjustments in place, you will need to inform your line manager, HR, Occupational Health or someone else that you have a disability. You can do this verbally or in writing.

Contact details

Access to Work – Jobcentre Plus

Access to Work Operational Support Unit (OSU)
Jobcentre Plus
Harrow Jobcentre
Nine Elms Lane
London SW95 9BH
T: 020 8426 3110
Text Relay: 020 8426 3133
F: 020 8426 3134
E: atwosu.london@jobcentreplus.gsi.gov.uk
www.jobcentreplus.gov.uk

Occupational Health Services

T: 020 8417 7378
E: occ-health@kingston.ac.uk

Human Resources (HR) department

Kingston University
53–57 High Street
Kingston upon Thames
KT1 1LQ

HR Advisers

T: 020 8417 3181/3051/3086/3155
F: 020 8417 3162
Text Relay: 18001 020 8417 3162
E: hr@kingston.ac.uk

Recruitment Administrators

T: 020 8417 3103 (Office hours)
020 8417 2153 (Evenings and weekends)
E: jobs@kingston.ac.uk
Textphone users: to access the Text Relay service, dial 18001 followed by the recruitment telephone number