

Guaranteed Interview Scheme

Applicant Information

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post.

By 'minimum criteria' we mean that you must provide evidence in your application form which demonstrates that you generally meet the level of competence required, as well as meeting any of the qualifications, skills or experience defined as essential.

We are committed to the employment and career development of disabled people. If you tell us that you are disabled, we can make reasonable adjustments at each stage of the recruitment and selection process and, if you later progress to employment, to where and how you work.

If you wish to apply under the scheme, please indicate this on the disability page of the application form.

We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms, regardless of disability.

What do we mean by disability?

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

What disabilities are covered as part of the Scheme?

All disabilities are covered as part of the Scheme. The definition of a disability is: -

A physical or mental impairment that has a 'substantial' and 'long-term' negative effect on the person's ability to do normal daily activities.

For the purposes of the definition, 'substantial' means something that is more than minor or trivial, and affects a person's capability to perform usual and everyday tasks and 'long-term' means a period of more than 12 months.

How should I indicate any special requirements related to disability?

If you wish to apply under the scheme, please indicate this on the 'personal' page of your online application form through Oriel.

If you are disabled, whether you are applying under the scheme or not, we will ask you to let us know if you need any specific arrangements / adjustments at each stage of the selection process.

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Information for Foundation Schools / Academic Foundation Schools

Recruitment Principle: interview all disabled applicants who meet the essential criteria for a job vacancy and to consider them on their abilities.

How will applicants indicate they have a disability?

Applicants are asked to indicate whether they wish to be considered under the Scheme through the online application form.

What should I do if a disabled candidate meets the essential criteria measurable from the application form?

They must be invited for interview. This is regardless of whether the pool of shortlisted applicants is too large. Although, you may use desirable criteria to reduce the interview pool to a manageable level, disabled applicants who meet the essential criteria must be excluded from this exercise.

What should I do if a disabled candidate does not meet the essential criteria measurable from the application form?

If any applicant does not meet the essential criteria measurable from the application form, then they should not be shortlisted. Remember, it is only candidates that demonstrate that they meet the essential criteria who should be guaranteed an interview. However, you will need to ensure that you consider the application carefully, as you would with any other application, and if you do not think that a candidate demonstrates s/he meets the criteria you will need to fully justify your reasons.

Does this override other legislation, such as immigration legislation?

No. All other legislation still applied and this does not take precedent. For example, if you have an applicant who requires a work permit and is unable to demonstrate that they have the right to work in the UK, you would not be required to shortlist the applicant.

What do I need to consider when making interview arrangements?

When making interview arrangements, remember to consult the disabled applicant's application form to ensure that any adjustments or special arrangements that need to be made are done.

What happens at and after the interview?

All applicants should be treated equally and fairly at the interview stage and should be evaluated based on how they meet the essential criteria.

You should ensure that you have justifiable reasons as to why applicants are unsuccessful and that the decisions made are clearly documented.

What should I do if the disabled candidate is not the best person at interview?

If the applicant is not the best person for the job, they should not be offered the position. Foundation schools / AUoAs must ensure this decision is made based on their performance at interview and not on the real or perceived implications of employing the individual.