

## **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.