

# PRE-EMPLOYMENT REASONABLE ADJUSTMENTS

HEALTH, WELFARE & DISABILITY SERVICE



POWERED BY



We're committed to meeting the inclusion needs of our seasonal staff. This includes making **reasonable adjustments** for individuals who have a disability, to remove any substantial barriers their disability presents to their employment - including at the **pre-employment stages**.

## DISABILITIES

### DEFINITION

When considering reasonable adjustments, a disability is a **physical or mental impairment** that has **substantial and long-term adverse effects** on the individual's ability to carry out normal **day-to-day activities**.

### ADDITIONAL NEEDS

We will take steps to make reasonable adjustments for applicants **who tell us** they have a disability or additional needs, to **remove any barriers** to the application process. This could be a **registered disability** (such as blind or partially sighted) or a **short term health issue** (such as a broken leg).

### REQUESTS

We **work with applicants** to decide which reasonable adjustments should be made. Although most applicants will know specifically what they require, others may need **more information or support** to do this. The **Health, Welfare & Disability Manager** can discuss this with applicants.

## PRE-EMPLOYMENT ADJUSTMENTS

### APPLICATION

We provide the application form **in other formats**: via telephone and in paper form. In certain cases we can also accept a CV and other information in place of an application form.

### ALLOWANCES

While our staff assess your application, we can make **allowances** for **gaps in information or education** due to a disability, and use information from your CV where it has been used in place of an application. Sometimes we will **bypass essential criteria** where a disability may unfairly disadvantage this, such as taking part in physical activities.

## COMMUNICATION

After assessing your application information, the staffing team will then **make the decision** to either (a) invite you to an **assessment**, (b) invite you to do **another application with reasonable adjustments** in place, or (c) not take your application further - if this is the case, we will offer **feedback** to you (which is something we don't usually do).

## ASSESSMENT

The final pre-employment stage is **assessment**, which usually lasts three to four hours. It may include group tasks, questions and answer sessions, tasks prepared ahead of time, and in some cases a one-to-one interview. As a reasonable adjustment, we can give an applicant **more information about tasks**, **change aspects** of the assessment, provide **alternative access arrangements**, or arrange for an **interview instead**.

## MAKING A REQUEST

### DISCLOSURE

**We encourage all candidates to get in touch** if they consider themselves to have a disability or additional needs, no matter what this is. All disclosures are treated **sensitively** and **confidentially**, and we cannot put reasonable adjustments in place without this information.

### DATA HANDLING

We treat all information in accordance with **The Data Protection Act**, and this includes health and disability related information. Information you disclose with **only** be shared with the Staff member arranging your reasonable adjustments, **not with the wider team**. Information will be treated confidentially and sensitively, and will only be kept for as long as we need it to make adjustments for you.

### CONTACT

Applicants can tell us about a disability and request reasonable adjustments at any time throughout the pre-employment stages. They can do this by emailing [hwd@the-challenge.org](mailto:hwd@the-challenge.org), calling **0203 510 5050**, or telling their regional Staffing team.

## FURTHER INFORMATION

For further advice or support regarding applying for work with a disability, please refer to the [Government's support pages](#).