Jobseekers with Disabilities
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Introduction

Starting a job search can be a daunting task, and many people can benefit from a helping hand at some stage in their lives as they face different challenges or barriers to taking the next step. This information sheet has been developed by Education Development Trust to signpost you to some of the specialist support available to jobseekers with disabilities. If you have any suggestions or comments about the contents of this information sheet, please email: lmi@educationdevelopmenttrust.com

Definition of Disability

The Equality Act 2010 defines a person with a disability as someone with a ‘physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities’.

Looking for a job

When you are looking for work, look out for the ‘disability confident’ symbol on adverts and application forms. You can find a list of employers who have signed up to the Disability Confident scheme here.

https://www.gov.uk/government/publications/disability-confident-employers-that-have-signed-up

The symbol means the employer is committed to employing disabled people. If a job advert displays the symbol, you’ll be guaranteed an interview if you meet the basic conditions for the job.

Please note: don’t automatically dismiss employers who don’t display this particular symbol…

Autism Passport

This document is designed to support autistic individuals explain any communication, sensory and support needs they may have to others, especially in stressful situations such as meetings and interviews.

Jobcentre Support

Your local Jobcentre can help you find a job or gain new skills and tell you about disability friendly employers in your area.

In some circumstances, they can also refer you to a specialist work psychologist or carry out an 'employment assessment', asking you about:

- your skills and experience
- what kind of roles you're interested in.

Programmes and grants

Your local Work Coach will be able to tell you whether there are any programmes and grants which can help you back into work. These may include:

**Access to Work**

This grant programme can provide money towards a support worker or for the cost of equipment or travelling to work. An Access to Work grant helps pay for practical support if you have a disability, health or mental health condition so you can:

- start working
- stay in work
- start your own business

How much you get depends on your circumstances. The money doesn't have to be paid back and will not affect your other benefits.


Applying for a Job

An employer isn't normally allowed to ask you questions about your health or disability before they offer you a job.

They can only ask you about this for very limited reasons, for example to:

- make 'reasonable adjustments' - e.g. if you need a large print version of a test
- decide if you can do something that is an essential part of the job
If you are treated unfairly when you apply for a job

Contact ACAS or the Equality Advisory Support Service if you think you’ve been treated unfairly.

- ACAS Helpline - 0300 123 1100
- Equality Advisory Support Service
  Telephone number: 0808 800 0082
  Textphone number: 0808 800 0084

You may also be able to take a complaint to an employment tribunal. You have to do this within 3 months of the discrimination happening.

Reasonable adjustments

The “Reasonable Adjustments Duty” in the Equality Act aims to make sure that, as far as is reasonable, a disabled worker has the same access to everything that is involved in doing and keeping a job as a non-disabled person. Employers only have to make adjustments where they are aware that the applicant or worker has a disability. There are main 3 requirements:

1) Changing the way things are done. For example:
An employer has a policy that designated car parking spaces are only offered to senior managers. A worker who is not a manager, but has a mobility impairment is given a designated car parking space. This is likely to be a reasonable adjustment to the employer's car parking policy.

2) Overcoming physical barriers. For example:
Clear glass doors at the end of a corridor in a particular workplace present a hazard for a visually impaired worker. Adding stick-on signs or other indicators to the doors so that they become more visible is likely to be a reasonable adjustment for the employer to make.

3) Providing extra equipment. For example:
An employer provides specialist software for a member of staff who develops a visual impairment and whose job involves using a computer.

Volunteering

What are the benefits of Volunteering?
- You can find out more about a career that you are considering – seeing what the job entails, finding out if it suits you or not.
- Helps you to refresh your knowledge and skills, or to learn new skills
- Builds your confidence
• Help you build networks and meet new people
• Can give you a routine and a good reason to get out of the house
• Gives you experience to add to your CV and helps with job applications and interviews
• Allows you to get involved in something you are passionate about
• Helps you to demonstrate “transferable skills”
• Shows that you are self-motivated
• Allows you to contribute to your community; to give something back
• You can get a reference from the organisation with which you have volunteered.

Visit this website for information about volunteer placements, rights and expenses:
https://www.gov.uk/volunteering

Further information

National Careers Service
https://nationalcareersservice.direct.gov.uk/

Citizens Advice
https://www.citizensadvice.org.uk/

Advisory, Conciliation and Arbitration Service
www.acas.org.uk/

Equality and Human Rights
www.equalityhumanrights.com/

Government Equalities Office

Government Guidance on looking for work if you’re disabled
https://www.gov.uk/looking-for-work-if-disabled/

Scope – A-Z of Impairment Organisations
https://www.scope.org.uk/support/families/diagnosis/links

British Association for Supported Employment
http://base-uk.org

Helping disabled people to use digital technology at work, at home or in education.
http://www.abilitynet.org.uk/

British Deaf Association
http://www.bda.org.uk/
Dyslexia Action – help and support for people with dyslexia and other specific learning difficulties
http://www.dyslexiaaction.org.uk

Support for blind and partially sighted people
http://www.rnib.org.uk/

Action on Hearing Loss
http://www.actiononhearingloss.org.uk/

Mental Health Foundation
http://www.mentalhealth.org.uk/

Network Autism
http://network.autism.org.uk/

Dyspraxia Foundation
https://dyspraxiafoundation.org.uk/dyspraxia-adults/workplace-employees/