

INTERVIEW GUARANTEE SCHEME

The Trust is committed to the employment and career development of disabled people. To demonstrate our commitment, we use the Disability Symbol which is awarded by Job Centre Plus. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

About the Disability Symbol:



The disability symbol (above) is made up of two ticks and the words 'positive about disabled people'. You will see the symbol displayed on job adverts and application forms. If an employer uses this symbol, it means they are positive about employing disabled people and will be keen to know about your abilities. The symbol is awarded by Job Centre Plus to employers who have made a commitment to employ and develop the abilities of disabled staff.

The Five Commitments:

Employers who use the symbol make 5 commitments regarding recruitment, training, retention, consultation and disability awareness. These commitments are:

- To interview all disabled applicants who meet the minimum essential criteria for a job vacancy and to consider them on their abilities.
- To discuss with disabled employees, at any time, but at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities.
- To make every effort when employees become disabled to make sure they remain in employment.
- To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work.
- To review these commitments each year and to assess what has been achieved, plan ways to improve on them, and inform Job Centre Plus about progress and future plans.

What do we mean by disability?

To be eligible for the Interview Guarantee Scheme you must have a disability or long term health condition that puts you at a significant disadvantage in either obtaining or keeping a job. The disability could be physical, sensory or mental and must have lasted, or be expected to last for at least twelve months.



**Cumbria, Northumberland,
Tyne and Wear**
NHS Foundation Trust

You do not have to be registered as a disabled person to apply under this scheme.

How do I apply?

Simply complete the Trust's application form as you would normally and ensure you complete the section on disability in Part A as fully as possible.

If you need any help completing the form, or you would like it in an alternative format e.g. Braille tape, large print, etc, please contact the Recruitment and ESR Team, St Nicholas Hospital, Jubilee Road, Gosforth, Newcastle upon Tyne NE3 3XT. 0191 2456771.

ASSISTANCE FOR INTERVIEW

To ensure we do not create barriers in our selection process and to help us implement our Dignity and Respect Policy effectively, please let us know if you would like us to provide any particular assistance for your interview, such as:

(Please tick)

Induction Loop

☐

Sign Language interpreter (type_____)

☐

Keyboard for written tests

☐

Someone with you at the interview (e.g. speech facilitator)

☐

Wheelchair access

☐

Accessible toilet facilities

☐

Other assistance (please specify)

If you have any questions about your specific needs at the interview, or would like to give us more information, please contact the Recruitment and ESR Team, St Nicholas Hospital, Jubilee Road, Gosforth, Newcastle upon Tyne NE3 3XT. 0191 2456771