



FAQs for Applicants regarding the Disability Confident Scheme

The Disability Confident scheme replaces the Positive about Disability 'Two Ticks' scheme and as a Disability Confident employer we commit to:

- the core actions to be a Disability Confident employer (see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564822/disability-confident-employer-pack-level-2.pdf)
- offering at least one activity to get the right people for our organisation;
- at least one activity to keep and develop our people and;
- undertake and successfully complete the Disability Confident self-assessment.

What is the Disability Confident Scheme?

The Disability Confident Scheme aims to help employers make the most of the opportunities provided by employing disabled people. It is voluntary and has been developed by employers and disabled people's representatives. The Disability Confident scheme has three levels that have been designed to support organisations. The University of Bradford is currently a Level 2 - Disability Confident Employer.

As an internal or external applicant the University commit to:

- Interviewing all applicants with a disability who meet the essential criteria on a person specification and consider them on their abilities;
- Providing a fully inclusive and accessible recruitment process;
- Being flexible when assessing people, so disabled job applicants have the best opportunity to demonstrate that they can do the job and;
- Making workplace adjustments (also known as reasonable adjustments) as required.

If appointed as a member of staff in the University we commit to:

- Ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to ensure that they develop and use their abilities;
- Make every effort when an employee becomes disabled to ensure that they stay in employment;
- Take action to ensure that all employees develop an appropriate level of disability awareness to make these commitments work and;
- Review the commitments each year and plan ways to improve the experience for disabled people, by consulting key groups.
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What is classified as a disability?

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

3. Why has the University of Bradford decided to sign up to the commitment?

The Disability Confident scheme is an example of the University demonstrating commitment to ensure disabled people are treated fairly and have access to the same opportunities as non-disabled people. By using the Disability Confident logo we make it clear that we welcome disabled applicants for all roles across the University. It will also show existing employees that we value their contribution and will treat them fairly if they become disabled.

What does it mean if I see the Disability Confident logo on a job advert?

It means the University will guarantee to interview all disabled applicants via the Guaranteed Interview Scheme, **provided they meet the essential criteria** for that job.

What is the Guaranteed Interview Scheme?

As part of the University's commitment to being a Disability Confident employer, all disabled applicants who **meet the essential criteria** for a job vacancy will be interviewed. To be considered under the Guaranteed Interview Scheme, applicants will need to declare that they have a disability.

How will applicants indicate they have a disability?

All candidates will be asked if they wish to declare a disability on their application form for a vacancy at the University of Bradford. If a disability is declared at this stage HR will inform the manager of this and confirm that an interview should be offered providing the candidate meets the essential criteria for the role.

What if I am already employed by the University?

The guaranteed interview commitment also applies to internal vacancies advertised within the University, provided that the essential criteria for the job are met.

What if I need adjustments to be made for the interview?

If you are invited to interview, please advise the recruitment administrator what adjustment you would require at the interview in as much detail as possible to enable arrangements to be put into place. Access to Work can also help if, for example you need a British Sign Language (BSL) interpreter or other communication support at the interview.