

## **Disability Confident**

### **Guidance for applicants who have told us of a disability, long-term condition, or neurodiverse condition.**

#### **What is Disability Confident?**

Disability Confident is a government initiative designed to encourage employers to recruit and retain people with disabilities, long-term health conditions and/or neurodiverse conditions.

Clarion Housing Group is fully committed to the Disability Confident Employer Scheme, and we aim to challenge attitudes towards disability, increase understanding of disability, remove barriers to people with disabilities, long-term conditions and/or neurodiverse conditions and to ensure that disabled people have the opportunities to fulfil their potential.

Disability Confident is an example of Clarion Housing demonstrating our commitment to ensure that disabled people are treated fairly and have access to the same opportunities as everyone else. We want to make it clear that we welcome disabled applicants for all roles.

It also shows existing employees that we have a commitment to supporting them in work if they become disabled.

For an internal or external applicant we commit to:

- Interview applicants with a disability who successfully evidence that they meet the essential criteria detailed on the role profile and consider them on their abilities;
- Provide an inclusive and accessible recruitment process.
- Make reasonable adjustments during the recruitment process so disabled job applicants have the best opportunity to demonstrate that they can do the job.
- Support employees and make adjustments during employment.

#### **What is a disability?**

A person has a disability for the purposes of the Equality Act 2010 if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

#### **How do you tell us you have a disability and would like to apply as a Disability Confident applicant?**

As part of your application, you will be asked if you wish to be considered as a Disability Confident applicant, and can select 'Yes' in response. This option is available on all applications.

#### **How will you be assessed under Disability Confident?**

Disability Confident applies to all Clarion Housing Group vacancies. We may offer you an interview if you tell us you have a disability, long-term condition and/or neurodiverse condition and select yes when asked if you wish to be considered as a Disability Confident applicant when you apply.

Your application will be assessed on the essential criteria outlined on the role profile. If you have opted in and you meet all of the essential criteria we may offer you an interview under the Disability Confident Scheme.

The majority of our job adverts will ask you to submit a CV and respond to question(s) outlining how you meet the criteria outlined in the role profile. The hiring panel undertake shortlisting based on this application; they are not aware of any protected characteristics you have told us about.

The panel will decide on a 'cut off' score; all applicants whose score meets or exceeds this cut off will progress to the next stage – usually an interview.

The panel will score all applicants' CVs and responses to question(s) as follows:

<b>0</b>	<b>Unsatisfactory application submitted</b>
<b>1</b>	<b>Basic application submitted</b>
<b>2</b>	<b>Good application submitted</b>
<b>3</b>	<b>Very good application submitted</b>
<b>4</b>	<b>Outstanding application submitted</b>

The panel will confirm whether you meet the essential criteria, in which case you may be invited to attend an interview.

There may be occasions where it is not practicable or appropriate to interview all Disability Confident applicants who meet the essential criteria for the job, e.g. in situations where there are a high-volume of applications or when the cut off score is set much higher than essential criteria. In these cases we may limit the overall numbers of interviews offered and may only invite Disability Confident Applicants who have met the essential criteria to interview and have missed the cut off score by 1 point.

### **How may this work in practice?**

- In a shortlisting campaign requesting an application consisting of a CV submission and a response to 3 questions, the maximum score the panel can award is 16 points
- The panel may set the cut off score as 10 points
- The panel agree that your application meets the essential criteria
- The panel award you 2 points each for your CV and 3 question responses (8 points total)
- You will be offered an interview because you met essential criteria, however,
- If there is a high volume of applications, we may not be able to offer you an interview because you were not within 1 point of the cut off score.

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

If you are invited for an interview, we will send you an email asking if you require any reasonable adjustments for your interview. All applicants will be asked if they need any reasonable adjustments throughout the recruitment process – regardless of whether you have applied through the Disability Confident Scheme.

If appointed, we'll also make reasonable adjustments to how and where you work. You don't have to apply as a Disability Confident applicant to specify any reasonable adjustments at work.

Access to Work may also be able to help if, for example, if you need a British Sign Language (BSL) interpreter or other communication support at the interview. For more information about Access to Work, please visit: [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)