








Recruitment –
applying for
a job

An Easy Read Guide



Introduction

	<p>There is a law in the UK that means Disabled people must be treated fairly at work.</p> <p>Treating someone unfairly because of a disability is called discrimination.</p>
	<p>Discrimination could be something like giving less money for the job because of the person's disability.</p>
	<p>Discrimination can happen when someone is in a job. It can also happen when someone is applying for job. For example if they did not get the interview because of their disability.</p>
	<p>In TV and film work, a lot of people work as freelancers.</p> <p>Freelance means you work for different companies, and you pay your own tax.</p>
	<p>The law protects Disabled freelancers and Disabled people who are in one job for a long time.</p>

Indirect Discrimination



Sometimes people don't know they are treating Disabled people unfairly when they advertise a job.

This is called indirect discrimination.



It is indirect because it is not aimed at the Disabled person but it still affects them.



They might do something like booking an interview room that is not accessible for a wheelchair user.








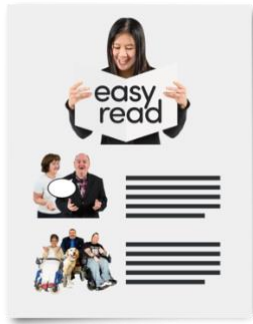
Or they might not allow enough time for someone to write their application if they are neurodivergent.



Indirect discrimination is still discrimination and is against the law.

The Equality Act

	<p>The law that employers must follow is called the Equality Act 2010.</p> <p>It says employers must make reasonable adjustments.</p>
	<p>A reasonable adjustment is a change that makes it easier for a Disabled person to do their job or take part in a job interview.</p>
	<p>Reasonable means something that is sensible, fair and possible.</p> <p>Examples of reasonable adjustments include giving people time to process a task and time to complete the task.</p>
	<p>Or having job interviews later in the day so a Disabled person can travel outside of busy hours</p>
	<p>A reasonable adjustment is making sure meeting rooms and toilets are accessible for people who use wheelchairs or have limited mobility.</p>



Or getting special equipment and software to help people. It can also mean putting up braille signs for visually impaired people and easy read signs.



Sometimes an employer does not need to make an adjustment because it is not reasonable or not possible.



For example, a company is in a very old building. The Disabled person is a wheelchair user but the law stops the company from putting a lift in the old building. This means the adjustment is not possible.








Sometimes a reasonable adjustment does not work for the rest of the team.








A company can also say no to reasonable adjustments if the cost is too high. For example if a Disabled person needs very expensive special equipment that does not fit in the company's budget.






The Application Process






	<p>When a Disabled person applies for a job they are protected by the Equality Act 2010.</p>
	<p>A person applying for a job is called a candidate.</p>
	<p>A Disabled candidate does not have to tell a possible employer about their disability. But telling them can make sure the interview process is fair.</p>
	<p>Adjustments for an interview could include:</p> <p>Allowing different types of job application such as a voice or a video application.</p>
	<p>Making sure in-person interviews are in accessible locations that are clearly signposted.</p> <p>Or doing interviews online so candidates don't have to travel.</p>

Applying for a Job






	<p>A Disabled candidate should research the company before they apply.</p>
	<p>They should look for the disability and inclusion information on the company website and in the job advert.</p>
	<p>This information is usually called a policy.</p> <p>A policy means a set of rules or a plan that a company uses to make decisions and to work the best it can.</p>
	<p>It is easy to spot if an employer is disability aware if they have a Disability Confident badge.</p>
	<p>The Disability Confident Scheme is run by the Government.</p> <p>It means that a company has promised to treat Disabled people fairly.</p>

The Interview Process

	<p>Looking for a job can take a long time. It is natural to feel nervous.</p> <p>Disabled people might feel nervous because they do not know if an employer will be inclusive.</p>
	<p>The employer should ask the candidate about reasonable adjustments needed before the interview.</p>
	<p>For example, it might be better to do an interview online.</p> <p>Or they need to get a British Sign Language interpreter for the interview.</p>
	<p>It is important for the Disabled candidate to share what they need for the interview to happen.</p> <p>This gives them a fairer chance against other candidates.</p>
	<p>A Disabled person does NOT need to tell the employer about adjustments they need to do the actual job.</p> <p>They would only do this if they are offered the job.</p>

	<p>A good employer who is disability aware might offer adjustments to help candidates with the interview.</p>
	<p>The employer might give the candidate questions ahead of the interview to give them time to think about their answers.</p>
	<p>Or the employer might give extra time for the interview to take place.</p> <p>A good employer will make sure the interview happens in a building that can be accessed by wheelchair users.</p>
	<p>Online interviews might be offered to make them more accessible.</p> <p>Special equipment might be used to support Disabled candidates in the interview.</p>
	<p>For example: Live captions, a BSL interpreter or visual cues.</p>

Disclosing or Sharing Disability Information

	Disclosure means sharing private or personal information with other people.
	It can be hard for a Disabled person to know whether to share details about their disability with their employers.
	It is important to remember that a Disabled person can choose when to tell people or employers about their disability.
	They might tell an employer at the interview stage to make sure reasonable adjustments can be made.
	They might tell an employer when they are offered a job to make sure reasonable adjustments are in place when they start work.



Some Disabled people choose to ask for reasonable adjustments when they have been in the job for a while and can see what they might need.



Some Disabled people choose not to share information about their disability at all.



Whatever a Disabled person chooses to disclose, the employer must follow confidentiality. This means the employer cannot share the details of a Disabled person's disability.



The employer can only share the information with someone who will help put reasonable adjustments in place.



For example if a Disabled person needs live captions for an interview, the employer will tell the interviewer.



Or if the Disabled person gets the job some of their personal information might need to be shared. This is to make sure they get the right equipment to be able to do their job the best they can.



People who might need to know include the Disabled person's manager, boss and Human Resources (HR) department. HR is there to make sure the company sticks to the rules.



A health and safety person may also need to know so they can make the workplace safe for the Disabled person.



A Disabled person does not have to share any information about their disability they are not comfortable sharing.



But if they do not share, an employer cannot provide reasonable adjustments for the interview process or to help them do their job.

Where to get Information and Help



An employer or a freelancer can get help from Access to Work (ATW).

ATW is a Government scheme to help pay for adjustments. Visit the [Access to Work website](#) for more information.



An employer will also have a grievance process.

This is what happens when someone wants to make a complaint about how they are treated at work.



These websites are useful for Disabled people who think they might have been discriminated against at work.



The [Citizens Advice Bureau](#) is a free service which is available to anyone and gives advice on lots of subjects.

[BECTU](#) is an organisation for people behind the camera and [Equity](#) is for actors and voice artists.



Ask your employer to use The [Call It! App](#) which is a tool to make sure everyone is treated fairly. The [Film and TV Charity](#) have some very good information and a help line.