

## Reasonable Adjustments Information Form

DECC is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol. As symbol users, we have made a firm commitment to guarantee a place in the final assessment stage to all disabled applicants who:

- meet the minimum criteria at the application and (if applicable) the assessment tests; **and**
- have, or have had in the past, a disability or long term health condition which has (or had) a substantial disadvantage on your day to day living; **and**
- the disability is likely to last at least 12 months.

### What do we mean by disability?

If you wish to claim a guaranteed place in the selection testing and/or final assessment stage you must have, or have had in the past, a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. You should complete the declaration below and send it with your application form.

### Declaration

**I consider myself to have a disability as defined above and I wish to claim a guaranteed interview.**

<b>Signature</b> (type your name)		<b>Date</b>	
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### Particular Arrangements for the next stage(s) of the exercise.

Please could you let us know if you require any particular arrangements (for example due to a disability, health problem, your religion or belief) to be made in order for you to attend the assessment testing and/or interview. These could be specific needs detailed below (please cross) or use the final box to state any other particular needs you may have:

Induction Loop		Car Parking	
Sign Language Interpreter		Assistance in and out of a vehicle	
Someone with you at interview		Wheelchair access	

**Any other assistance (please state):**

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If you would like to discuss your needs in more detail, please contact the person in the advertisement.