

## Important Information for Applicants with a Disability

### Application Process

Bolton NHS Foundation Trust is committed to supporting individuals with a health condition or impairment (disability) when applying for a post within the Trust.

- If you require help due to a health condition or impairment to understand or complete the application process for the post you are applying for please contact the Employee Service Centre who will aim to facilitate reasonable adjustments for you to complete the application process.
- If you meet the essential criteria for a post and wish to be included in the guarantee interview scheme, you must indicate **YES** to the question “do you wish to be included under the guarantee interview scheme” in the personal information section. Please note that you must meet all the essential requirements listed in order to be guaranteed an interview. If you have any questions about this please do not hesitate to contact the Employee Service Centre.
- If you have a health condition or impairment and require personal arrangements to attend for an interview or assessment process please notify the Employee Service Centre in advance so we are able to make every effort to accommodate your requirements and make reasonable adjustments for you.

### Support for Employees

- The Trust actively supports employees with a health condition or impairment when they are employed with the Trust. We will work closely with employees and external disability agencies to provide advice and support for staff in relation to adjustments in the workplace.
- The Trust has been recognised as a Disability Confident Employer which confirms that the Trust is taking the core actions to ensure that disabled people and those with long term health conditions have the opportunities to fulfill their potential and realise their aspirations.
- The trust will operate a reasonable adjustment passport – this '**adjustment passport**' is a live record of **adjustments** agreed between you and your manager to support you at work because of a health condition, impairment or disability. It reduces the need to re-assess adjustments every time you change jobs, are relocated or are assigned a new manager; provide you and your manager with the basis for future conversations about adjustments.