

GCIL Equality Academy: Applicant: Needs Assessment

Introduction

GCIL Equality Academy is committed to promoting equality of opportunity and treatment, and to eliminating unfair discrimination in its practices. We seek to ensure that every person is treated fairly, with respect and without bias at all times.

Why are we asking for this information?

GCIL Equality Academy aims to ensure that your needs are fully addressed throughout the recruitment process. As part of this commitment we will carry out a Needs Assessment of all applicants. In order for us to do this we need you to provide relevant information on any reasonable adjustments and/or general support you require to allow full participation in the process.

What happens to the information you provide on this form?

The information you have provided will be extracted and placed into **our** Applicant database. Throughout the process, relevant information in relation to reasonable adjustments will only be shared with appropriate staff. Interview panels will not be provided with this information unless it has a direct bearing on the interview, for example, a sign language interpreter required at the interview. You are assured that the information you provide will only be shared with the interview panel if necessary to make reasonable adjustments.

How have the questions in this form been drafted and selected?

This form asks questions relating to those grounds on which the law currently prohibits discrimination.

It is also important that people are not compelled to disclose information but we would reassure you that it is in your best interest to do so. In creating this form, we have tried to take all of these issues into account as far as possible.

Should you require support or wish to discuss this with a member of our staff, please contact us at:

e-mail: equalityacademy@gcil.org.uk

telephone: 0141 550 4455

GCIL Equality Academy: Applicant Needs Assessment

Applicant Name:

Are you a disabled person? Yes No

Do you require any of the following reasonable adjustments?

Equipment: (For example, auxiliary aids, software to allow access to IT systems and so on)

Adaptations: (for example, the physical access or layout of the building or information provided in accessible formats and so on)

Arrangements: (for example, transport to and from interview, sign language interpreter, rearranging interview time to accommodate a fluctuating condition and so on)

Other: (any other support required not covered above)

General Support needs: Any other relevant support needs and/or arrangements required to allow full access to the recruitment process. For example: arranging interviews at appropriate time to avoid clash with religious holidays and so on.