

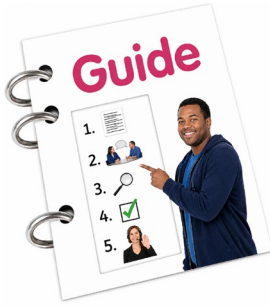


Applying for a job with us

Supporting you through the process



Easy read guide



What is in this guide

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Applying for a job with us



We are really pleased that you are thinking about joining us.



We want to make sure that applying for a job with us is easy and fair for everyone.



Some people need a little extra support to show what they can do.



This guide explains how we can help you apply for a job with us.



We know that everyone is different.



We celebrate people's differences.



We believe that everyone deserves the chance to show what they can do.



You will not be treated any differently if you ask for help.



We will do our best to help you.



How we can help you



When you apply, you will need to fill in an application form.



This will tell us why you are right for the job.



We will ask you this question:



"Do you need any **adjustments**, **accommodations** or support to help you with our **recruitment process**?"



Adjustments are changes we can make to help you.



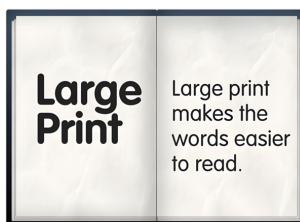
Accommodations are support we can give to help you.



Recruitment process is the process of applying for a job with us.



We can help you apply for the job by:



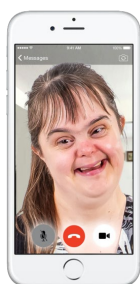
- Sending you the application form in a different format, like bigger text



- Helping you fill in the form



- Giving you more time to fill in the form



- Letting you apply in a different way, like with a video



- Contacting you in the best way for you



For example, email, letter or phone.



At an interview



You will be invited to an interview if we think you are a good fit.



We want it to go as well as possible for you.



We can send you the interview questions before the day.



This gives you more time to think about your answers.



We can give you extra time to answer each question.



We can have breaks during the interview if you need them.



We can choose a time that works best for you.



We will not expect you to do things that may feel difficult, like lots of eye contact. Just be yourself.



You can visit where the interview will be before the interview.



Where the interview is



Our interviews are usually face to face.



We want you to feel comfortable wherever we meet.



We can find a quiet room if you find noise difficult.



We can adjust the lighting to make it more comfortable.



We will make sure the place we interview you is accessible for you.



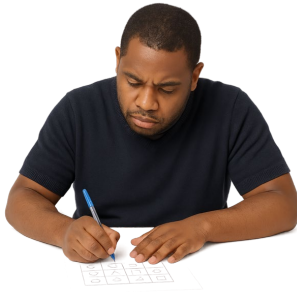
Please let us know if you have any access needs.



For example, you may need a lift instead of stairs.



If there is a task or test



Sometimes we ask people to do a short task or test.



We can support making this more accessible for you.



For example, using easy read or large print.



You can answer in the best way for you.



Like writing down your answers
or speaking them out loud.



We can give you more time for
any tasks.



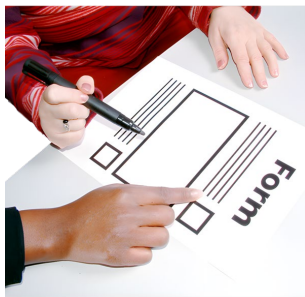
We will always tell you before
the interview if there will be a
task or test.



How to tell us what you need



You can tell us what support you need at any time, by:



- Writing in the application form, when we ask about adjustments



- Replying to any of our emails



- Calling and talking to us



You can ask for help at any time.



We will always do our best to help.



Our promise to you



Community Integrated Care is part of the Disability Confident Scheme. This means:



- We want everyone to be able to apply for jobs with us



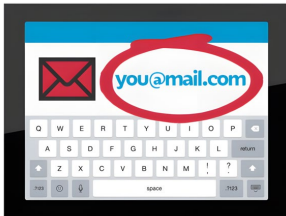
- If you have a disability and have the skills needed for the job, we will give you an interview



- We welcome applications from people with disabilities



We are here to support you to apply for a job.



You can email us at recruitment@c-i-c.co.uk.



You can call us 0800 2218 522.



This document was created alongside our Quality Advisors.

Quality Advisors are people employed by Community Integrated Care who have lived experience of social care.

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