

Information sheet for job applicants



Support from The Equality Act

What does
disclosure
mean?



Disclosure means **telling somebody about something.**

Our information sheet about the Equality Act will have helped you decide whether or not you have a **disability**.

We also told you the Act is there to make sure you are treated **equally and fairly**.

If an employer knows a little about your learning disability it helps them make sure you are treated equally to their other staff.

When you are applying for jobs, whether this is for West Sussex County Council or another organisation, you will see a question that asks:

Do you consider yourself to have a disability?

YES (tick) **NO** (tick)

If you tick the **yes** box it means you are disclosing your disability, it means you are **telling** your future employer you have a disability.

If you tick the **no** box it means you have decided **not** to disclose your disability, if you have one. It means your future employer will assume you **don't** have any sort of disability.

Why employers prefer it if you disclose your disability, if you have one.

Most employers, including West Sussex County Council, want job applicants to **disclose** that they have a disability, if they have one. This is because they want to treat their new employees **fairly** at the job interview and once the job starts.

This is called **reasonable adjustments**.

Reasonable adjustments mean **the things we can do to help to make things equal or fair for you.**

This starts from as soon as you are interested in applying for a job...

You are allowed to have someone to help you fill in the application form.



Maybe you might need somebody to come with you to the job interview.



At West Sussex County Council we welcome job applications from people with disabilities and always interview people with disabilities providing we believe they have the skills to do the job.

What sort of **reasonable adjustments** might we make once you start working for us?

- We could make sure you have more time than other people to learn new tasks.
- We could take a little longer to explain things to you, if that's what you need.
- We could support you if you need help filling in paperwork.



- We could organise a job coach for you to help you settle in at the start of your employment.
- A buddy at work who can help you if you need it.

So, at West Sussex County Council, we suggest that you **disclose your learning disability**, if you believe you have one.

Why some people prefer to tick the **no** box, even if they have a disability.

Some people worry about disclosing their disability on their job application form.

This is because they worry employers will **discriminate** against them because of their disability. **Discriminate** means treat **unfairly**.

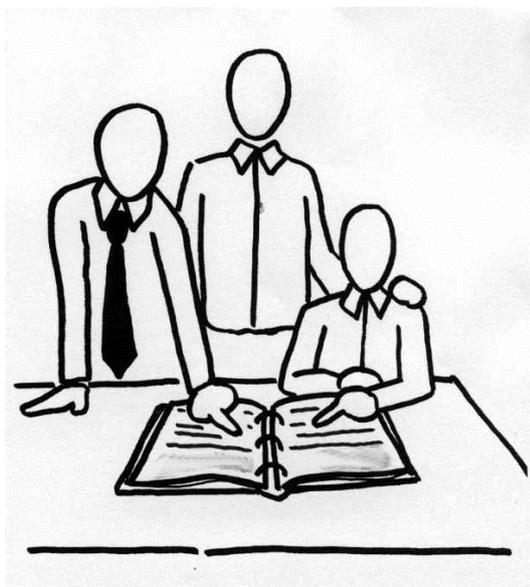
They worry if an employer sees they have a disability they won't give them an interview or offer them a job.

These days, if organisations **discriminate** against disabled people they are **breaking the law**, but it still happens in some places.

So, for these reasons it's easy to understand why some people prefer to tick the **no** box, even if they have a disability.

At West Sussex County Council we do **not** discriminate against disabled people. We try to treat everyone fairly.

We treat people as individuals and we want to help disabled people to get a job.



That's why we suggest that you **disclose your learning disability**, if you believe you have one.

What happens if you have a disability, but decide **not** to disclose it to us?

Whilst disclosing your disability, if you have one, should always be **your** choice there might be problems in the future if you don't disclose it.

That is because if you don't tell us and we do not know about your disability then we will not know you need help now or in the future. For example, if your job changed in the future we can't make 'reasonable adjustments' (how to help you) when we don't know you need them.

To repeat one more time, at West Sussex County Council, we suggest that you **disclose your disability**, if you believe you have one.

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