

# Jobhunting Information

## Information Sheet 1 - Association of Disabled Professionals

**Jobhunting** for disabled people is generally more difficult than for our non-disabled colleagues. This is almost exclusively due to disability discrimination. We are generally as capable as our non-disabled peers, in relation to the jobs we apply for, but those involved in the selection process make assumptions about the abilities of disabled people based on stereotypes and not on us, the job applicant. The basic truth is that we are likely to have to make many more job applications before we even get an interview, so don't give up. Persistence pays.

**Disabled People in Britain: the case for anti-discrimination legislation** is a very useful book by Colin Barnes. It helps us understand the nature of discrimination.

In Britain we still have no *comprehensive* anti-discrimination legislation for disabled people. The **Disability Discrimination Act** (DDA) was passed in 1995 and the employment section came into force on 2 December 1996 superseded by the **Equality Act 2010**. It provides a measure of protection for disabled people. Disabled people have a right not to be discriminated against in getting or keeping a job. The Government provides information for free through the EHRC Helpline (details below).

**The Association of Disabled Professionals** (ADP) was formed to try to improve the education, training and employment opportunities of disabled people. We are an organisation controlled and run by our disabled members. Our aim is to help and encourage others to find and retain the employment which their abilities warrant, and to participate fully in society. We can provide advice and information by letter, telephone, and e-mail, our most important area being advice in relation to employment. Networking widely amongst disabled professionals, we can often find someone who has similar personal experience and is willing to act as **advisor** to a disabled person with employment queries. We do not run a formal **job information** service, but often receive job circulars or are asked for specific personnel. We receive no outside funding and rely solely on donations and the resources of our members to carry on our work.

When jobhunting, one of your ports of call should be your local **DEA** (Disability Employment Advisor). Usually they are based locally at Jobcentres. DEAs are the gateway to various Government schemes to assist disabled people in or into employment, like job introduction, and equipment and support through **Access to Work** (we have separate information available on this).

Because of disability discrimination, many disabled people do not say they are disabled on their job applications. Each individual must decide for themselves. However, with the Equality act in force, it may be advisable to say so if asked. If a job applicant declares that they are disabled they can expect **reasonable adjustments** to be made, particularly in relation to the interview if shortlisted. Reasonable adjustments are changes that enable a disabled person to apply for, or do a job, such as providing application forms in large print; contacting a deaf applicant by text-phone; scheduling an interview in an accessible room; reserving a parking space for a disabled driver; providing a BSL interpreter or lip-speaker; ensuring any selection tests do not discriminate; and so on. Even if you are not asked, if you are invited for interview, it is wise *then* ask for any reasonable adjustments you may need, rather than turning up at the interview and hoping for the best. It is illegal for an employer to do a pre-employment health check.

Some employers have a policy of granting an automatic interview for disabled applicants with the basic qualifications for the job. When looking for employment, various publications run advertisements from employers keen to employ disabled people. The Governments logo on the right is intended to be an indication of this, but is not necessarily used. Your DEA should be able to provide you with a list of **disability symbol** users (ref: symlist) so you can specifically target them when job hunting.



**Disability Now** website and monthly newspaper, carry a number of employment adverts [www.disabilitynow.org.uk](http://www.disabilitynow.org.uk) (click on the jobs link).

**SKILL** has some information about careers for graduates and students. **The Arberry Profile** is a free magazine aimed at graduates and **Prospects** are an online graduate careers service, where job vacancies can be sent to you by email.

**Jobsearch** is a local call cost telephone service 0845 6060234 and website <http://jobseekers.direct.gov.uk> where you and qualified staff can search for full or part time vacancies. The telephone advisers can arrange interviews or send you job application forms.

Information about jobs with local authorities and other areas of the public sector can be obtained through the jobs go public website [www.jobsgopublic.com](http://www.jobsgopublic.com)

[www.lcdsuitability.org](http://www.lcdsuitability.org) is a fairly new site that has been specifically set up to enable disabled people to find jobs mainly the public sector, It seems to be updated on a monthly basis. You may want to look at [www.thediversitygroup.co.uk](http://www.thediversitygroup.co.uk) and **Error! Hyperlink reference not valid.** websites as jobs appear to be regularly updated.

It is an idea to look at large companies like **Marks & Spencer, British Gas, BT**, and many others who are members of the Employers' Forum on Disability (EDF) and make a conscious effort to employ disabled people. There is a list of employers on the EDF site at [www.edf.org.uk](http://www.edf.org.uk)

Of the mainstream employment agencies, **Brook Street Bureau** and **Manpower** are making constructive efforts to place more disabled people. Various organisations try to assist disabled people find work such as **Shaw Trust**, a charity with several regional offices. You can also find jobs through several websites, including **Youreable**.

You may consider obtaining more **qualifications**. **SKILL** can assist with information on further and higher education opportunities. The **Educational Grants Directory** produced by the Directory of Social Change (which should be in your library) is a useful source of funding information. **The Educational Grants Advisory Service** and lifelong learning may have grants available. **RADAR's Leadership Development Programme** provides some free management training opportunities for disabled people and offers disabled people a mentor and personal development resources to help them achieve their full potential in their chosen career or business venture. **SCOPE's Leadership Recruitment Programme** aims to bridge the experience gap which prevents disabled people going into management.

Many people have also found [www.jobsite.co.uk](http://www.jobsite.co.uk) useful, as it has details of various employers in many sectors and you may find one that is of interest.

Additionally, if you click on the following link [www.get.hobsons.co.uk/careers-search.jsp](http://www.get.hobsons.co.uk/careers-search.jsp) you will be able to search for graduate employers in any field/area that you wish. You may also consider looking at Jacobs at [www.jacobscareers.net](http://www.jacobscareers.net) and there is also a list of employers welcoming applications from disabled graduates at <http://www.diversitymilkround.com/FindEmployers.aspx?section=Disability> .

[www.exec-appointments.com](http://www.exec-appointments.com) has been found to be useful by many of our members as it offers a global executive job search covering all sectors, including:

- banking, financial services, accounting and insurance
- management consulting, IT and telecommunications
- sales, marketing and business development
- distribution, retail, manufacturing and engineering
- education, government and the public sector

[www.totaljobs.com](http://www.totaljobs.com) has incorporated the jobability information (which was dedicated

to the employment of disabled people) and [www.employ-ability.org.uk](http://www.employ-ability.org.uk) may be another website you may want to look at.

You might look at **self-employment** if a job eludes you, or make a conscious decision that it is likely to be your best option. **The Prince's Youth Business Trust** recognises the particular issues that affect disabled people and looks favourably on applications for their grants from young disabled people. ADP also has a booklet 'Setting up in Business? A resource guide for disabled people and their advisors' which has proved to be useful to many individuals who wish to set up their business.

If the use of computer technology would assist you in employment or self-employment, or if you think it might, **Ability-Net** can give a great deal of free, high-quality advice in that area.

And as a postscript it is always worth checking your **benefits** position through your local disability advice centre, perhaps DIAL or a Centre for Independent Living, or through the Citizens' Advice Bureau. Yellow pages should have details. **The Disability Rights Handbook** is also a useful source of information updated every April.

### Useful Reading

**Being in Teaching as a Disabled Person, Being in Management as a Disabled Person** available free to download from the website. [www.adp.org.uk](http://www.adp.org.uk)

**Disability Discrimination Law and Practice** Doyle. ISBN 0 85308 403 3

**Disability Rights Handbook** from Disability Alliance ERA, Universal House, 88-94 Wentworth Street, London E1 7SA.

**Disabled People in Britain and Discrimination:** a case for anti-discrimination legislation. Barnes ISBN 1-85065-127-2 or sold by Amazon

**Disability and work** - a TUC guide, from TUC Congress House, Great Russell Street, London WC1B 3LS free and downloaded from [www.tuc.org.uk](http://www.tuc.org.uk)

### Useful Contacts

#### **Ability-Net**

PO Box 94,  
Warwick

CV34 5WS

Freephone: 0800 269545

Fax: 01926 407425

Email: [enquiries@abilitynet.org.uk](mailto:enquiries@abilitynet.org.uk)

Website: [www.abilitynet.org.uk](http://www.abilitynet.org.uk)

### **Arberry Profile**

Arberry Pink,  
57 Poland St,  
London  
W1F 7NW

Tel: 020 7439 9100

Fax: 020 7439 9101

Email: [mail@arberrypink.co.uk](mailto:mail@arberrypink.co.uk)

Website: [www.arberrypink.co.uk](http://www.arberrypink.co.uk)

### **Brook Street Bureau**

Local branch contact details can be found in Yellow Pages.

Web: [www.brookstreet.co.uk](http://www.brookstreet.co.uk)

### **Directory of Social Change**

DSC Books  
24 Stephenson Way  
London  
NW1 2DP

Tel: 0845 0777707

Fax: 020 7391 4804

Email: [publications@dsc.org.uk](mailto:publications@dsc.org.uk)

Web: [www.dsc.org.uk](http://www.dsc.org.uk)

### **Disability Now**

Scope  
6-10 Market Rd  
London  
N7 9PW

Tel: 020 7619 7323

Text: 020 7619 7332

Fax: 020 7619 7331

Web: [www.disabilitynow.org.uk](http://www.disabilitynow.org.uk)

### **Disability Times**

84 Claverton Street

London

SW1V 3AX

Tel/Fax: 020 7233 7970

### **The Diversity Group**

85-89 Duke Street

Liverpool

L1 5AP

Telephone: 0151 708 5775

Fax: 0151 709 7493

Email: [info@thediversitygroup.co.uk](mailto:info@thediversitygroup.co.uk)

Web: [www.thediversitygroup.co.uk](http://www.thediversitygroup.co.uk)

### **EHRC Helpline**

Web: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### **AND**

#### **England**

Equality and Human Rights Commission Helpline

Freepost RRLG-GHUX-CTR

Arndale House

Arndale Centre

Manchester

M4 3AQ

0845 604 6610 - England main number

0845 604 6620 - England textphone

0845 604 6630 - England fax

Email: [englandhelpline@equalityhumanrights.com](mailto:englandhelpline@equalityhumanrights.com)

## **Wales**

Equality and Human Rights Commission Helpline Wales  
Freepost RRLR-UEYB-UYZL  
3rd Floor  
3 Callaghan Square  
Cardiff  
CF10 5BT

0845 604 8810 - Wales main number  
0845 604 8820 - Wales textphone  
0845 604 8830 - Wales fax

Email: [waleshelpline@equalityhumanrights.com](mailto:waleshelpline@equalityhumanrights.com)

## **Scotland**

Equality and Human Rights Commission Helpline Scotland  
Freepost RRLL-GYLB-UJTA  
The Optima Building,  
58 Robertson Street  
Glasgow  
G2 8DU

0845 604 5510 - Scotland Main  
0845 604 5520 - Scotland Textphone  
0845 604 5530 - Scotland – Fax

Email: [scotlandhelpline@equalityhumanrights.com](mailto:scotlandhelpline@equalityhumanrights.com)

## **JobCentre Plus**

Web: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

## **Jobseeker Direct**

Tel: 0845 6060 234  
Text: 0845 6055 255  
Web: [www.jobseekers.direct.gov.uk](http://www.jobseekers.direct.gov.uk)

## **Leadership Programme**

Scope  
6-8 Market Road  
Islington

London  
N7 9PW

Tel: 020 7619 7299

Minicom: 020 7619 7187

Fax: 020 7619 7399

Email: [graduates@scope.org.uk](mailto:graduates@scope.org.uk)

Web: [www.scope.org.uk/services/employment-service/graduate-scheme](http://www.scope.org.uk/services/employment-service/graduate-scheme)

### **National Extension College**

Michael Young Centre  
Purbeck Road  
Cambridge  
CB2 2HN

Web: [www.nec.ac.uk](http://www.nec.ac.uk)

***Enrolment advice*** can be obtained on:

Tel: 0800 389 2839

Fax: 01223 400 321

Email: [info@nec.ac.uk](mailto:info@nec.ac.uk)

### **Employment Opportunities for Disabled People**

Employment Opportunities  
Crystal Gate  
3rd Floor 28 - 30  
Worship Street  
London EC2A 2AH

Tel: 020 7448 5420

Fax: 020 7374 4913

Email: [info@eopps.org](mailto:info@eopps.org)

### **Equal Approach**

6 Barberry Court  
Centrum 100  
Jobhunting Information

Burton upon Trent  
Staffordshire, DE14 2UE

Email: [info@equalapproach.com](mailto:info@equalapproach.com)  
Tel: 0845 600 3664  
Fax: 0845 600 2229  
Web: [www.equalapproach.com](http://www.equalapproach.com)

## **Prospects**

Web: [www.prospects.ac.uk](http://www.prospects.ac.uk)

## **The Prince's Youth Business Trust**

18 Park Square East  
London  
NW1 4LH

Tel: 020 7543 1234  
Fax: 020 7543 1200  
Minicom: 0207 543 1374  
Email: [webinfops@princes-trust.org.uk](mailto:webinfops@princes-trust.org.uk)  
Web: [www.princes-trust.org.uk](http://www.princes-trust.org.uk)

## **Skill – the National Bureau for Students with Disabilities,**

Unit 3, Floor 3  
Radisson Court  
219 Long Lane  
London  
SE1 4PR

Tel: 020 7450 0620 (voice/text)  
Fax: 020 7450 0650  
E-mail: [skill@skill.org.uk](mailto:skill@skill.org.uk)  
Web: [www.skill.org.uk](http://www.skill.org.uk)

## **Suitability**

Tel: 08456 717 173  
Email: [innovation@lcdisability.org](mailto:innovation@lcdisability.org)  
Web: [www.lcdsuitability.org](http://www.lcdsuitability.org)

## **Trade Union Disability Alliance (TUDA)**

BM TUDA  
London  
WC1N 3XX

E-mail: [mail@tuda.org.uk](mailto:mail@tuda.org.uk)  
Web: [www.tuda.org.uk](http://www.tuda.org.uk)

**Youreable**

Web: [www.youreable.com](http://www.youreable.com)

***Association of Disabled Professionals, BCM ADP, London WC1N 3XX***

***Charity no. 1121706***

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