

Which employment sector does your business cover?

Please select your main business sector

- | | |
|--|---|
| <input type="checkbox"/> Administration/Office including Public Sector | <input type="checkbox"/> Health |
| <input type="checkbox"/> Agriculture/Horticulture | <input type="checkbox"/> Hospitality, Leisure and Tourism |
| <input type="checkbox"/> Armed Forces | <input type="checkbox"/> Information Technology and Telecoms |
| <input type="checkbox"/> Arts and Media | <input type="checkbox"/> Manufacturing and Engineering |
| <input type="checkbox"/> Beauty and Therapy | <input type="checkbox"/> Retail/Sales |
| <input type="checkbox"/> Care/Childcare/Social Care | <input type="checkbox"/> Recruitment Agencies |
| <input type="checkbox"/> Construction Trades | <input type="checkbox"/> Security and Safety |
| <input type="checkbox"/> Contact Centre | <input type="checkbox"/> Sports and Recreation |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Transport and Logistics |
| <input type="checkbox"/> Education/Teaching | <input type="checkbox"/> Warehouse and Forklift |
| <input type="checkbox"/> Energy/Utilities Environment | <input type="checkbox"/> Voluntary, Charity and Social Enterprise |
| <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Financial Services | |

Disability Confident Committed (Level 1 of 3)

To become a Disability Confident Committed employer and start your Disability Confident journey, you will need to consider the commitments below.

At this level you'll be required to implement the 5 commitments and **at least one activity from the activity list.**

Disability Confident commitments

As a Disability Confident Committed employer you will:

- 1. Ensure your recruitment process is inclusive and accessible**
Ensure against discrimination by making job adverts accessible such as offering large print and accepting applications electronically.

Disability Confident commitments (continued)

- 2. Communicate and promote vacancies**
Review current processes, advertise vacancies through a range of channels, get advice from Jobcentre Plus, Work and Health Programme providers and local disabled people's user-led organisations.
- 3. Offer an interview to disabled people**
Encourage applications from disabled people by offering them an interview if they declare they have a disability and meet the minimum criteria for the job (this is the description of the job as set by the employer).
- 4. Anticipate and provide reasonable adjustments as required**
Make sure disabled people aren't disadvantaged when applying for and doing their jobs.
- 5. Support any existing employee who acquires a disability or long-term health condition to stay in work**
Retaining an employee who has become disabled means keeping their valuable skills and experience and saves on the cost of recruiting a replacement.

Activities that will make a difference for disabled people

To become a Disability Confident Committed employer, you need to commit to offering disabled people **at least one of the following:**

- 1. Work experience**
This is usually a fixed period of time that a person spends with your business, where they can learn about working life.
- 2. Work trials**
This is a way to try out a potential employee before offering them a job. The trial can last up to 30 days. The job must be for 16 hours or more a week and last at least 13 weeks. These are arranged through Jobcentre Plus.
- 3. Paid employment (permanent or fixed term)**
Jobcentre Plus can help with recruitment.
- 4. Apprenticeships**
Available to people aged 16+ combining practical training with study. You could get funding to employ an apprentice if you're in England.



Signing up to be Disability Confident

Please fill in this form to sign up to being a Disability Confident Committed employer and hand it back to a member of DWP or Jobcentre Plus staff.

Alternatively, you can sign up directly online at: disabilityconfident.dwp.gov.uk

About your business

Employer Details

Business name:

Contact name:

Business contact number:

Business email:

Address (inc. postcode):

Number of employees (estimated):

Select all the areas you have employees in:

- | | | |
|--|--|---|
| <input type="checkbox"/> National | <input type="checkbox"/> North West | <input type="checkbox"/> Yorkshire & Humber |
| <input type="checkbox"/> North East | <input type="checkbox"/> West Midlands | <input type="checkbox"/> East of England |
| <input type="checkbox"/> East Midlands | <input type="checkbox"/> South East | <input type="checkbox"/> South West |
| <input type="checkbox"/> London | <input type="checkbox"/> Wales | <input type="checkbox"/> Northern Ireland |
| <input type="checkbox"/> Scotland | | |

Employer signature:

Date:

Activities that will make a difference for disabled people (continued)

- 5. Job shadowing opportunities**
This offers potential employees experience of a workplace and occupational skills that are different from what they are used to. It is usually limited to observation only, is non paid and doesn't give direct work experience, responsibility or skills. It ideally lasts between half a day and 2 days.
- 6. Traineeships**
These offer help for young people who want to get an apprenticeship or job but don't yet have appropriate skills or experience.
- 7. Paid internships and Supported internship**
This is a period of paid work experience between 1 and 4 months, usually taking place during the summer. A supported internship is aimed at disabled people still in education who are seeking work experience.
- 8. Student placement**
These are part of a university or college qualification. They usually last 4 to 6 months.
- 9. Sector-based work academy placements**
These offer sector-based training, work experience and a guaranteed job interview. They are arranged through Jobcentre Plus.

What happens next?

We will confirm your sign up, send you a certificate and an electronic **Disability Confident Committed** badge that you can use on your website and stationary for **12 months**. Also a self-assessment pack to help you move to the next level to become a **Disability Confident Employer (Level 2)**.



As part of awarding you your Disability Confident Committed status we will include your business name and expiry date for the badge on GOV.UK.