



Guaranteed Interview Scheme

Policy and Procedure 2023 - 2026

Head of Human Resources

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City of Wolverhampton College guarantees to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence as well as meeting any of the qualifications, skills or experience defined as essential. The College is also committed to the employment and career development of disabled people and use the Disability Confident symbol.

What do we mean by disability?

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on their ability to carry out normal day-to-day activities.

How do I apply?

If you want to apply under the Guaranteed Interview Scheme, simply complete the declaration below and send it in with your application. We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms with non-disabled people.

Declaration

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

I require the following special arrangements to be made for me to be able to attend an interview.

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Name	Date
Signature*	Vacancy/Role applied for

**If you submit the form electronically, there is no need for a signature; by submitting the form, you are stating that this information is correct.

Please return this form with your application.

Please note that any false declaration of disability to obtain an interview will subsequently invalidate any offer of a post.

Policy agreed with UCU on 02/08/2023

Policy agreed with UNISON on 10/08/2023

Policy agreed with NEU on 07/09/2023