



## Accessibility FAQ's

**Q. Are job descriptions and application forms available in alternative formats?**

A. Yes – if you require any of our documents in an alternative format please email [recruitment@birmingham2022.com](mailto:recruitment@birmingham2022.com) and let us know the format you require. We can then arrange this for you.

**Q. How do I apply using the Disability Confident 'Guaranteed Interview' scheme?**

A. Please submit your application via the usual process. You should then complete our Disability Confident form and email it to [recruitment@birmingham2022.com](mailto:recruitment@birmingham2022.com).

**Q. How do I let you know if I need assistance at my interview?**

A. Please submit your application via the usual process. You should then complete our Assistance Request form and email it to [recruitment@birmingham2022.com](mailto:recruitment@birmingham2022.com). Don't worry if you forget, if you are invited to interview you can advise us of any assistance requests then.

**Q. In previous jobs I've used specialist equipment or adjustments have been made to assist me with my role. Is Birmingham 2022 able to offer this type of support?**

A. Birmingham 2022 is committed to being an inclusive employer. We have an accessible and inclusive onboarding process where we will work with you to ensure you have the correct equipment and support in place to meet any requirements you may have.

**Q. What is Disability Confident?**

A. Disability Confident is a government scheme designed to encourage employers to recruit and retain disabled people and those with health conditions. It replaced the Two Ticks Positive About Disabled People scheme in 2016.

**Q. How do I qualify for the Guaranteed Interview Scheme?**

A. If you have a disability as defined by the Equality Act 2010, fill out the Guaranteed Interview Scheme (GIS) form and send it to [recruitment@birmingham2022.com](mailto:recruitment@birmingham2022.com) when you apply. This will ensure a guaranteed interview provided you meet the essential criteria for the role.