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Signing-up to be Disability Confident

Fill in this form to sign up to being Disability Confident committed employer.

**About your business**

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| --- | --- | --- | --- | --- |
| **Employer details** | | | | |
| **Business name (required)** |  | | | |
| **Contact name (required)** |  | | | |
| **Address 1 (required)** |  | | | |
| **Address 2** |  | | | |
| **Town / City (required)** |  | | | |
| **Postcode (required)** |  | | | |
| **Business Email (required)** |  | | | |
| **Business contact number** |  | | | |
| **Number of employees (required)** | 1 -9 Employees (Micro) |  | 10-49 Employees (Small) |  |
|  | 50-249 Employees (Medium) |  | 250+ Employees (Large) |  |

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| --- | --- | --- | --- | --- | --- |
| Select all the areas you have employees in. | | | | National |  |
| North East |  | North West |  | Yorkshire & Humber |  |
| East Midlands |  | West Midlands |  | East of England |  |
| London |  | South East |  | South West |  |
| Scotland |  | Wales |  | Northern Ireland |  |

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| --- | --- |
| Employer signature |  |
| Date |  |

**Which employment sector does your business cover? (Required)**

**Select your main sector**

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| **Employment sector – please select your main sector** | |
| Administration/Office including Public sector |  |
| Agriculture/Horticulture |  |
| Armed Forces |  |
| Arts and Media |  |
| Beauty and Therapy |  |
| Care/Childcare/Social Care |  |
| Construction Trades |  |
| Contact Centre |  |
| Customer service |  |
| Education / Teaching |  |
| Energy/Utilities/Environment |  |
| Facilities Management |  |
| Financial Services |  |
| Health |  |
| Hospitality, Leisure and Tourism |  |
| Information Technology and Telecoms |  |
| Manufacturing & Engineering |  |
| Retail/Sales |  |
| Recruitment Agencies |  |
| Security and Safety |  |
| Sports & Recreation |  |
| Transport and logistics |  |
| Warehouse & Forklift |  |
| Voluntary, Charity & Social Enterprise |  |
| Other |  |

**Disability Confident Committed**

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

**At this level you will be committing to the 5 actions below**, and will also commit to at least one activity from the activity list. You should expect that you can deliver on these actions within the **next 12 months**.

**Your commitments**

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| **Ensure our recruitment process is inclusive and accessible E.g.:**   * + ensure against discrimination   + make job adverts accessible   + provide information in accessible formats (e.g. large print)   + accept applications in alternative formats (e.g. electronically)   **Communicate and promote vacancies E.g.:**   * + advertise vacancies through a range of communication channels   + get advice from Jobcentre Plus, Work Programme providers and local disabled people’s user-led organisations   + review current recruitment processes   **Offer an interview to disabled people**  Encourage applications from disabled people by offering them an interview **if they meet the minimum criteria for the job** (this is the description of the job as set by the employer).  **Anticipate and provide reasonable adjustments as required**  Make sure disabled people aren’t disadvantaged when applying for and doing their jobs.  **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 must also commit to offering disabled people at least one of the following:

Select all that apply

**1. Work experience**

* This is usually a fixed period of time that a person spends with your business, when they can learn about working life and the working environment.

**2. Work trials**

* These are 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**

* These are available to people aged 16 and over and combine practical training with study.
* You could get a grant or funding to employ an apprentice if you’re in England.

**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 and is none 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.

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| **What happens next?**  We will confirm your sign up and send you a certificate and a **Disability Confident** **Committed** badge that you can use on your website and stationery for **12 months**, together with a self-assessment pack to help you continue your journey to becoming a **Disability Confident Employer**.  As part of awarding you your Disability Confident committed badge we will include your business name and expiry date for the badge on GOV.UK. |