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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. |