

Information for disabled people who are looking for a job with Leeds City Council

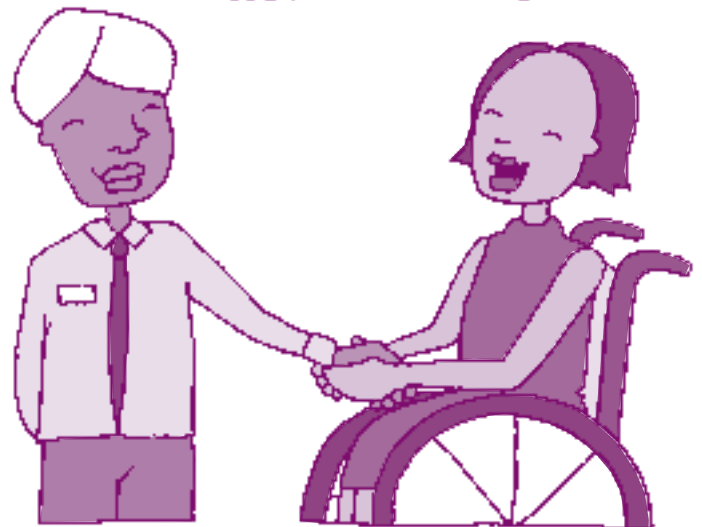


This booklet will tell you:

- Where you can find information about job vacancies with Leeds City Council



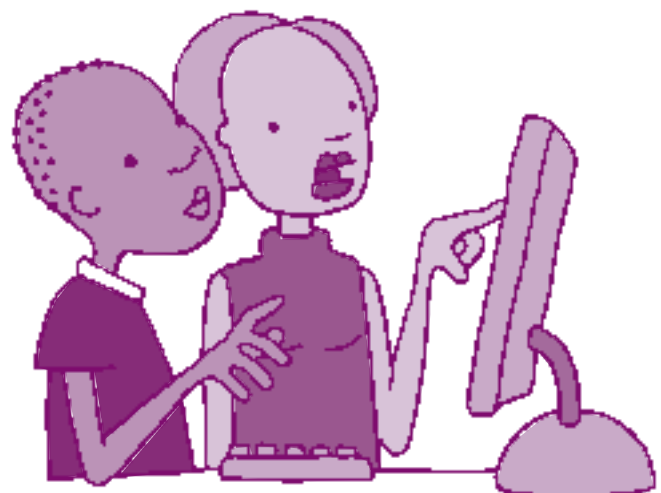
- About guaranteed interviews if, as a disabled person, you meet the essential job requirements



- About reasonable adjustments or changes that can be made for disabled job applicants and workers



- Where you can get help and support with application forms and preparing for interviews for jobs with Leeds City Council



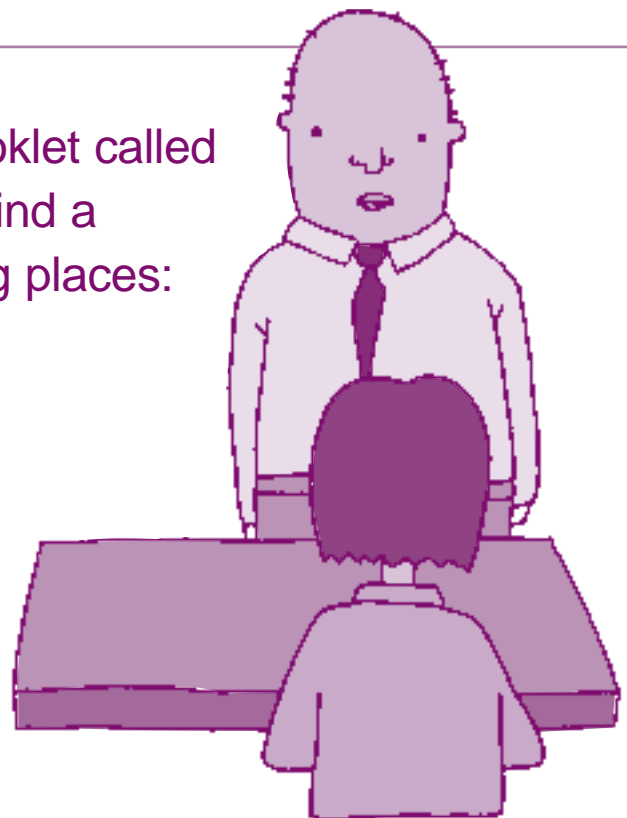
Where to find Leeds City Council Job Vacancies

Leeds City Council is one of the largest employers in the city with about 32,000 staff. The Council has job opportunities in the following occupational areas:

Administration	Information Technology
Benefits and Welfare Advice	Leisure and Tourism
Housing	Parks and Countryside
Nursery and Care Work	Portering and Caretaking
Catering and Cleaning	Personnel

Leeds City Council produces a booklet called '**Vacancies**' every week. You can find a copy of '**Vacancies**' in the following places:

- Libraries**
- Sports Centres**
- Housing Offices**
- Community Centres**
- One Stop Centres**
- Most Council receptions**



You can also find '**Vacancies**' on the Council's web site at <http://www.leeds.gov.uk/vacancies>.

Jobs with the Council are also on offer at Recruitment Events either in the city centre or at local community centres. Watch out for details about these events or call Jobcentreplus (see page 8 for contact details).

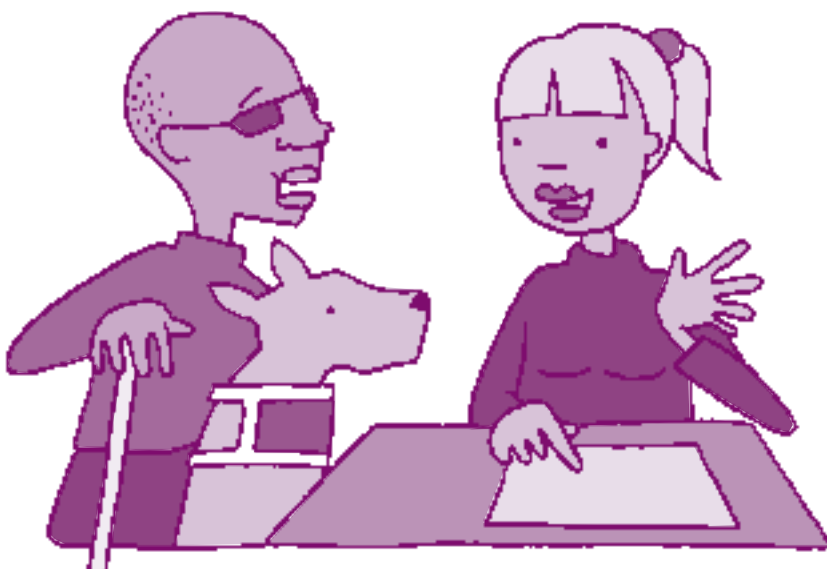
Information for disabled people who apply for jobs with Leeds City Council

Disabled people who need job information in **Braille**, **large print**, **audio tape** or on a **computer disk** should contact the Department that advertised the job for further help. These contact details are available in Vacancies or on the internet.



In each job application pack sent out to you there will be an **application form**, a **job description** and a **job specification**. There may also be information in the pack about the department advertising the job. There will also be a copy of the Council's Equal Opportunities Policy.

The job specification includes all the **essential** skills, knowledge and experience that are required to do that job. Disabled people who meet the **essential** parts of the job, and can clearly show



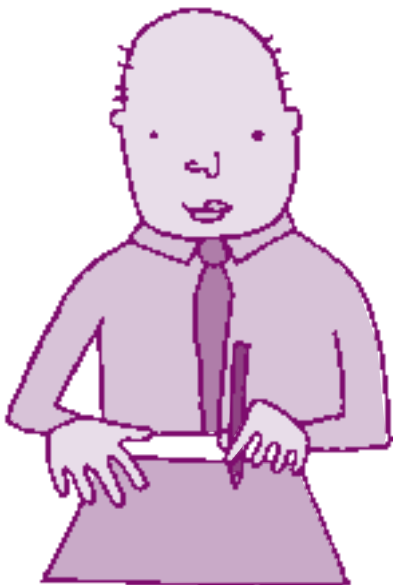
this on the application form, will be **guaranteed** an interview. This does not mean that you will be guaranteed the job, but you will be given the opportunity in the interview to tell the panel why you are the best person for the job.

Information for disabled people who apply for jobs with Leeds City Council



A disabled person can send in a **Curriculum Vitae (CV)**, an **audio tape** or fill in an electronic version of the application form on the internet, if their impairment makes it difficult for them to fill in the application form sent with the pack.

The **CV** or **audio tape** must include all the details that are asked for on the application form.



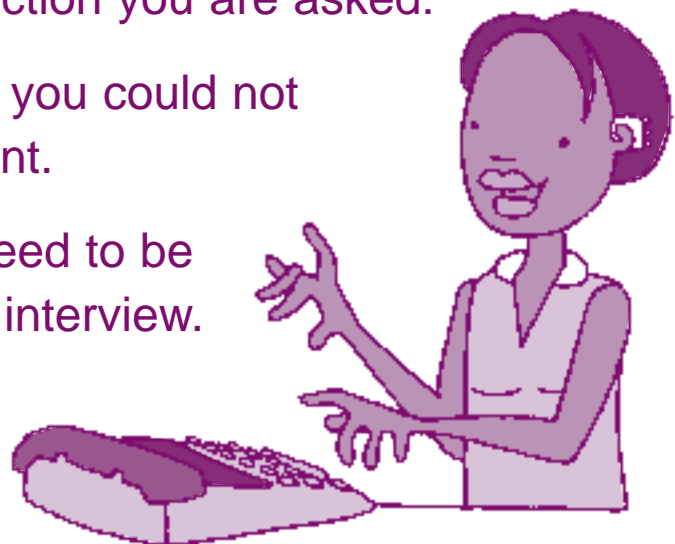
It would be useful to provide the information in the same order as the application form, for example: Name, address, previous jobs, and so on.

Part of the application form includes a section about disability and is normally called: **For disabled applicants only**.

In this section you are asked:

- if there are any parts of a job you could not do because of your impairment.
- whether any arrangements need to be made if you are called for an interview.

See the next page for more details.



Information for disabled people who apply for jobs with Leeds City Council

The Disability Discrimination Act 1995 says that employers, such as Leeds City Council, must make '**reasonable adjustments**' for disabled people applying for jobs and while they are at work.

Examples of **reasonable adjustments** include:

- a Sign Language Interpreter being present at an interview
- being flexible about working hours
- making work manuals and instructions easier to use



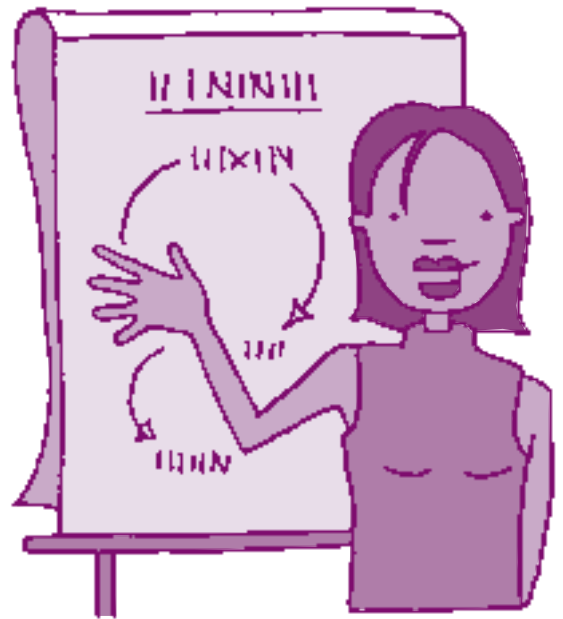
Disabled people, who have an impairment or health problem that stops them from doing some parts of a job, are encouraged by Leeds City Council to send in an application form. This is because it may be possible to make a **reasonable adjustment** by changing some parts of a job. A good example is where a disabled person could not use the telephone. In this case that part of the job could be done by another member of staff.

For more information about the Disability Discrimination Act and 'reasonable adjustments' you can contact the **Disability Rights Commission** on **0845 762 2633**.

Help and assistance for disabled job seekers

The Learning and Leisure Department offers help and assistance to unemployed young people and adults in Leeds at its Family Learning Centres (See the next page for contact and access details). This includes:

- individual advice on **job search**
- help in completing **job applications**
- advice on **interview skills** and presenting yourself at interviews.



LEODIS, Leeds Employment Opportunities DISability, (See Other Useful Contacts for more information) run Leeds City Council's **WORKSTEP** programme. They have employment opportunities for disabled people who face many barriers in finding and keeping a job. Check with LEODIS or your local Jobcentreplus office to see if you are eligible.

The City Services Department offer a Disabled Job Seekers Service. By filling in one form, you are placed on a register and can access any suitable jobs that occur within the Department. Contact them on tel: (0113) 247 4912, minicom: (0113) 2474912.

The central library or your local community library can also provide help with CVs and application forms, preparing for interviews and using the internet for jobsearch purposes. See the next page for contact and access details.

Useful Council Addresses and Telephone Numbers

East Leeds Family Learning Centre

Brooklands View, Leeds 14.
Tel: (0113) 224 3127



West Leeds Family Learning Centre

Conference Place, Leeds 13.
Tel: (0113) 263 3333



South Leeds Family Learning Centre

Acre Road, Leeds 10.
Tel: (0113) 395 0331



Technorth Family Learning Centre

Harrogate Road, Leeds 8.
Tel: (0113) 224 3555



Jobs and Training Information Service

2 Great George Street, Leeds 1.
Tel:(0113) 247 6937



Central Library

The Headrow, Leeds 1.
Tel: (0113) 247 8274



Key to symbols



Level
access



Induction
Loop



Parking



Accessible
Toilet



Lift



Access
Via Ramp

Other Useful Contacts

LEODIS

Tel: (0113) 214 5810

Minicom: (0113) 214 5807

Disability Rights Commission

Tel: 08457 622 633

Minicom: 08457 622 644

Leeds Disability Service Team

Tel: (0113) 215 5000

Minicom: (0113) 215 5295

DIAL

Tel: (0113) 214 3630

Minicom: (0113) 214 3627

Benefits Enquiry Line

Tel: 0800 88 22 00

Minicom: 0800 24 33 55

Jobcentreplus

Tel: 0845 606 0234

Minicom: (0113) 215 5295

This booklet is available in any of the following formats:

- on tape



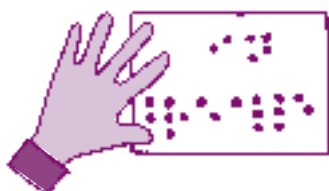
- as text only



- on disk



- in Braille



- by e-mail



- or in large print



Please let us know which format you would like.

Telephone: **0113 247 4190**

Fax: **0113 247 4768**

Minicom/textphone: **0113 224 3589**

E-mail: **equalityteam@leeds.gov.uk**

This booklet has been produced by the
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