

Candidate Quick Guide: Disability and employment

This Quick Guide is designed to help you answer any questions you may have about applying for a post with us if you have or have had a disability.

The City of Edinburgh Council welcomes applications from people who have or have had a disability.

What is a disability?

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

For the purposes of the Act:

- substantial means neither minor nor trivial
- long term means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
- normal day-to-day activities include everyday things like eating, washing, walking and going shopping
- Certain conditions such as cancer, HIV Infection or Multiple Sclerosis are considered to be a disability from the point of diagnosis (i.e. they do not need to have the long-term provision applied)

Some conditions, such as a tendency to set fires and hay fever, are specifically excluded.

People who have had a disability in the past that meets this definition are also covered by the scope of the Act. There are additional provisions relating to people with progressive conditions.

The City of Edinburgh's responsibilities under the legislation

Since December 2006, there has been a legal duty on all public sector organisations to promote equality of opportunity for disabled people.

Public sector organisations include:

- hospitals
- schools and colleges
- National Health Service (NHS) trusts
- police forces
- central and local government

People who work in the public sector have to consider the impact of their work on disabled people, and take action to tackle disability inequality. This should mean that disabled people have better employment opportunities and do not come across discrimination when, for example, using a service. It should also help promote positive attitudes towards disabled people in everyday life.

Find out more about our Disability Equality Duty as laid out in our Equalities, Diversity and Human Rights Scheme 2009-2012.

If I have or have had a disability what help is there if I want to apply for a job with the City of Edinburgh Council?

The City of Edinburgh Council welcomes applications from people who have or have had a disability. We will interview all applicants who have or have had a disability and meet the minimum essential criteria for the job.

Council jobs are now advertised on myjobscotland – the Scottish national recruitment portal and all applicants are encouraged to apply online.

When you apply online you will be prompted to answer the following questions as part of the application form:

The Council undertakes to offer an interview to all applicants who have or have had a disability and meet the minimum essential criteria for the job.

Do you consider yourself to have a disability?

If you answer 'Yes' that you do have a disability two further questions are displayed which you must answer even if it is just to record 'Not Applicable'.

The first question asks you to please give information about reasonable adjustments you would like the Council to consider making in respect of the job you are applying for in order that you might carry out the essential tasks of the job.

The second question asks you to please give information about any assistance you require to attend an interview.

Manual (paper) application forms may still be accepted for certain jobs if you do not have an email account of your own. The same questions about disability as on online application form will be included in the paper application form.

How do I find out what is the minimum essential criteria for the post?

If you are applying online through myjobscotland a link is provided at the bottom of the Job Vacancy Summary to download more information – the Job Profile – a summary of the main duties for the post.

If you go to the end of the Job Profile and you will find information on the Council's competences which apply to all posts and the Employee Specification for the post. The Employee Specification provides information on the essential criteria for the post.

Always check out the Job Vacancy Summary on myjobscotland for the vacancy as there may also be information you need to know about vacancy specific criteria e.g. skills or experience which are also considered essential for the job.