

Careers Success Toolkit Disclosure

Careers and Employment Support
dmu.ac.uk/careers

T: (0116) 257 7595 E: careers@dmu.ac.uk
Ground Floor, Gateway House, The Gateway, Leicester LE1 9BH

Student Services

Disclosure

Introduction

Finding a job requires time and effort, particularly in a competitive job market. To be successful, you will need to develop a number of job hunting skills – such as researching careers information, job hunting creatively and presenting yourself effectively in writing and in person.

Careers Success Toolkit has been written to help you develop these skills. These guides follow the selection process, with sections on job search strategy, putting together a persuasive CV and application form, and interview techniques. Within each guide there are references to other sources of useful information. Many of these resources are available in the Student Service Centre in Gateway House. If you are a graduate and are no longer living near the University, investigate the resources of your local public reference library, and/or the nearest university careers service.

Careers and Employment Support offers a number of services to help you with your job hunt. These include:

- Information on occupations and employers
- **DMUworks** – an online vacancy database linked to our website **dmu.ac.uk/careers**
- Job vacancy bulletins such as Prospects Today
- Employer events such as our annual Leicestershire Student and Graduate Fair and employer presentations on campus.

If you would like to discuss any aspect of your job hunting strategy, there are Careers Advisers available at the Student Services Centre, Ground Floor, Gateway House between 9.00am and 5.00pm, Monday to Friday.

If you are no longer living near the university you may want to use our **E-guidance** service. Logon to dmu.ac.uk/careers and follow the email link to a simple form for you to complete with your query. A member of the Careers Team will get back to you with advice and information.

Many people worry whether they should disclose personal information to potential employers for fear of how the information will be perceived. There is concern that they will be automatically rejected, even if the information disclosed has no bearing on their ability to do the job. This is often a worry for those who have a disability or health problem. The decision to disclose a disability, and if so, at what stage of the job hunting process, is a personal one.

You may find it helpful to discuss the reasons for and against disclosing your particular needs with a Careers Adviser. There are considerations relating to the timing of disclosure which can, on occasion, be dictated by the selection process itself. It may also be useful to discuss tactics for marketing yourself effectively within the job market.

Why disclose?

- The Disability Discrimination Act (1995) covers employment. If you have declared your disability, an employer cannot discriminate against current or prospective employees with disabilities for reasons relating to their disability, as long as reasonable adjustment can be made in the workplace. However, if you do not declare your disability, an employer may later have grounds for dismissal.
- A large number of employers are keen to employ disabled people and have Equal Opportunity policies in place. Some job advertisements have the Employment Service 'two ticks' symbol on them, which means that they have made specific commitments towards employing disabled people and you will be guaranteed an interview for the job.
- Your disability may have implications for health and safety in the workplace or the need for adaptations such as a minicom system. There are a number of schemes available that can finance aids and adaptations to support you in work eg Access to Work.
- You may be required to fill in a medical form. If you do, you must complete this truthfully.
- If you disclose your disability to an employer, they will be able to make appropriate provision during the selection process to meet your needs. For example: provide extra time in psychometric tests if you are dyslexic.

Dos and don'ts of disclosure

Dos:

- Be very positive about abilities and skills. Try to focus on those specifically required for the job
- Provide information that is relevant to your ability to do the job
- Provide evidence of how your disability has not limited your academic or work performance
- Provide brief information on your disability
- Provide examples of how you manage your disability
- Provide positive examples of how you have met challenges in the past
- Be prepared to make suggestions about any adaptations or adjustments you would need to fulfil the duties of the job.

Don'ts:

- Don't allow your disability to become the focus of your application
- Don't assume that an employer will view you in a negative way
- Don't assume that the employer will understand your disability without further information from you.

Further information

- A Level Playing Field? Advice on Job Hunting. Equality and Diversity in the Graduates Labour Market
- The Equality and Human Rights Commission Helpline 0845 6046610 or equalityhumanrights.com
- Skill Information sheets from the skill website skill.org.uk