

Disability confident employers

What it means for you

The Disability Confident scheme is a UK government scheme that encourages employers to be fair, inclusive, and supportive of disabled people

👉 Employers can join at 3 different levels, showing how much they are doing to support disabled people.

The 3 levels explained

Level 1: Disability Confident Committed

👉 “We want to be inclusive”

At this level, the employer is **starting their journey**.

They promise to:

- Make their recruitment more accessible
- Offer support like reasonable adjustments
- Think about how to include disabled people

Some employers may also:

- Offer work experience or placements
- Offer interviews to disabled applicants who meet the basic criteria

🔑 What this means for you:

- They are trying to be inclusive
- But they may still be learning

Level 2: Disability Confident Employer

👉 “We are taking action”

At this level, the employer has:

- Already made the Level 1 promises
- Started putting changes into practice

They focus on:

- **Hiring disabled people fairly**
- **Supporting staff once they are in work**
- Making sure reasonable adjustments are available

Their actions are checked by another organisation (to make sure they are doing what they say)

🔑 What this means for you:

- They are more experienced at supporting disabled employees
- You are more likely to get adjustments in applications, interviews, and work

Level 3: Disability Confident Leader

👉 “We lead the way”

This is the highest level.

These employers:

- Do everything in Levels 1 and 2
- Have their work checked independently
- Share and promote good practice to others
- Show strong commitment to inclusion

They are recognised publicly as leaders in disability inclusion.

 What this means for you:

- They are very experienced and confident in supporting disabled people
- They are more likely to have strong systems and support in place

Quick comparison

Level	What it means	What to expect
★ Level 1	Just starting	Good intentions, still learning
★ ★ Level 2	Taking action	Better support and adjustments
★ ★ ★ Level 3	Leading the way	Strong, experienced support

Why this matters when applying for jobs

If you see a Disability Confident logo on a job advert:

- ☒ The employer has said they want to support disabled people
- ☒ They should consider reasonable adjustments
- ☒ Some will offer a guaranteed interview if you meet the basic requirements

 This can make it easier for you to:

- Ask for support
- Feel more confident applying
- Have a fair chance at interview

Key message for young people

- You have the right to ask for support
- Disability Confident employers are more likely to understand your needs

- The higher the level, the more experience they usually have

👉 But remember:

You can ask for reasonable adjustments from any employer — not just Disability Confident ones.

Requesting Reasonable Adjustments at Interviews and Work

A guide for young people with SEND

What are reasonable adjustments?

Reasonable adjustments are changes an employer makes to help you do your best at work.

They are there to make things fair, not to give you an advantage.

Examples include:

- Extra time to complete a task
- A quiet space to work
- Clear written instructions
- Flexible hours or breaks
- Changes to the interview process

👉 Employers have a legal duty to consider reasonable adjustments if you have a disability or long-term condition.

Why it's OK to ask

Some young people say asking for adjustments feels uncomfortable or like being a burden

But:

- Employers expect this
- It helps them understand how to support you
- It can make a big difference to your confidence and success

👉 Asking for support is **a strength**, not a weakness.

When can I ask for adjustments?

You can ask at any stage, including:

1. When applying for a job

Many applications include a question about adjustments.

You can ask for:

- Extra time to complete online forms
- A different way to apply (for example, by email or video instead of an online form)
- Help understanding questions

💡 This is important because some young people find online forms hard to use or too restrictive.

2. Before or during an interview

You can ask for:

- Questions in advance
- More time to answer questions
- Breaks during the interview
- A support person to attend
- A quieter room or fewer people

👉 You do not have to share everything about your condition – just what support you need.

3. When you start work

Adjustments might include:

- A clear daily routine
- Written instructions instead of verbal only

- Extra training or support
- Not being moved around unexpectedly
- Flexible working or regular check-ins

These kinds of adjustments have helped other young people feel more confident and settled at work.

How do I ask for reasonable adjustments?

You can ask in a way that feels comfortable to you.

✓ Simple steps:

- 1 Think about what helps you
 - What do you find difficult?
 - What makes things easier?
- 2 Choose how to ask
 - Application form
 - Email
 - Phone call
 - In person at interview
- 3 Explain your needs clearly
 - You don't need to use medical words
 - Focus on the support, not the diagnosis

An example you can use when asking by email

You can copy and adapt this:

Dear [Employer name],

I am really interested in this role.

I have [a condition/disability] and would find the following adjustments helpful:

- [Adjustment 1]

- [Adjustment 2]

These would help me show my skills and do my best.

Please let me know if you need any more information.

Kind regards,

[Your name]

What if an employer says no?

Employers should consider reasonable adjustments.

If you feel:

- You are not being supported
- Or your needs are being ignored

Ask if they can think of any ways that they could make the test accessible, while still testing for the skills that they need.

- If you cannot agree on adjustments, this could be discrimination.

Who can help?

- [Disability discrimination at work](https://scope.org.uk/advice-and-support/disability-discrimination-at-work) (scope.org.uk/advice-and-support/disability-discrimination-at-work)
- Contact the [Advisory, Conciliation and Arbitration Service \(Acas\)](https://acas.org.uk/index.aspx?articleid=1342) for advice: (acas.org.uk/index.aspx?articleid=1342)
- Finding [free or affordable legal help \(Citizens Advice\)](https://citizensadvice.org.uk/law-and-courts/legal-system/finding-free-or-affordable-legal-help/) (citizensadvice.org.uk/law-and-courts/legal-system/finding-free-or-affordable-legal-help/)

✳️ Key message

You deserve a fair chance to:

- Apply for jobs
- Do well in interviews
- Succeed at work

👉 Reasonable adjustments help remove barriers so you can show your strengths.

Who can help me apply for a job or write a CV?

Help with CVs, job applications and getting ready for work (SEND and all young people)

Hampshire Futures (Careers Service)

Best for: Young people aged 16 to 18.

They can help you:

- Apply for jobs, college or apprenticeships
- Build a CV and employability skills
- Plan your next steps

 Includes access to careers advisers and support programmes.

Visit [Education Participation at Hampshire Futures](#).

Connect to Work Hampshire

Best for: Young people with SEND or disabilities aged 18+.

They offer:

- One-to-one support
- Help with CVs and job applications
- Interview preparation
- Support once you start work

 Tailored support based on your needs.

Visit [Connect to Work Hampshire](#).

2. National support (available anywhere in Hampshire)

National Careers Service

Best for: Anyone needing free careers advice.

They can help with:

- Writing a CV
- Completing job applications
- Interview preparation

 Offers support for young people with SEND.

Visit [Free Careers Advice from the National Careers Service](#).

Jobcentre Plus (Work Coach or Disability Employment Adviser)

Best for: Practical help with applications.

They can help with:

- CV writing
- Applications
- Interview skills
- Finding jobs and training

 Offers specialist support for disabled people.

Visit [Jobcentre Plus support](#).

Youth Hubs (ages 16–24)

Best for: Drop-in local support

They offer:

- CV help

- Job search support
- Confidence building
- Training and meeting employers

 Available across England

Visit Find your local youth centre

Specialist SEND and disability support

Scope – Support to Work

Best for: Disabled young people wanting tailored support

They offer:

- CV advice
- Mock interviews
- Help talking about your needs
- Confidence building

 Includes regular support from an adviser

Visit Finding a job when you are disabled

Sense

Best for: Young people with complex needs

They can help with:

- CV writing
- Interview preparation
- Understanding what jobs suit you

 Includes personalised support planning

Visit [Support for disabled people finding work - Sense](#)

Charities supporting young people into work

The King's Trust

Best for: Building confidence and skills

They offer:

- CV support
- Work preparation programmes
- Training and opportunities

 Supports young people aged 18–30

Visit King's Trust courses and programmes

Key message for young people

 You are not expected to do this alone

There are people who can:

- Sit with you and fill in forms
- Help you write your CV
- Practise interviews with you

 If one service doesn't feel right, you can try another.