



**IMPORTANT NOTES FOR APPLICANTS WITH A DISABILITY**

**Application Process**

* Manchester Health and Care Commissioning (MHCC) is committed to supporting individuals with a disability when applying for posts with MHCC.
* If you meet the essential criteria for a post and wish to be included in the Guarantee Interview Scheme, you must indicate **YES** to the question “**do you wish to be include under the guarantee interview scheme”** in the Personal Information Section.
* If you have a disability or require special arrangements when applying please notify the Recruitment Team at [hrtransactions.manchester@nhs.net](mailto:hrtransactions.manchester@nhs.net) who will make every effort to accommode your requirements.
* If you require special arrangements when attending for an interview please ensure you complete the reasonable adjustments section or contact the Recruitment Team at [hrtransactions.manchester@nhs.net](mailto:hrtransactions.manchester@nhs.net).

**Support for staff**

* MHCC has an active policy on supporting individuals with a disability in employment and we work with individuals and various organisations to provide advice and support for staff on adjustments in the workplace
* MHCC has an number of Collobrative Space networks (Inclusion, Health and Wellbeing), across the organisation which can provide support and advice from staff to staff on disability and health conditions.
* MHCC mangers ensure that reasonable adjustments are put in place when required