

Jobcentre Plus awards the 'two ticks' symbol to employers who demonstrate they are positive about disabled people.

Displaying the 'two ticks' symbol shows that we are serious about providing employment opportunities for disabled people. It makes it clear to potential disabled job applicants that we welcome their applications and will focus on their abilities. It also shows that we acknowledge and value the contribution of disabled people.

Guaranteed interview

Aster Group offers a guaranteed interview to any disabled person who applies for a position and meets the minimum essential criteria.

Making an Application

For us to assess your access to a guaranteed interview under the 'two ticks' scheme you will need to ensure we have certain information:

- on the application form you will be asked to declare whether you have a disability
- you should fully read the role profile and person specification and ensure that you provide us with clear evidence of how you meet the essential criteria

We also aim to ensure that our recruitment process is flexible and supportive to all individual needs, so please contact People Services on 01380 735334 or peopleservices@aster.co.uk if you are a textphone user.

Attending an interview

If you are invited for interview, you will be asked if you need any reasonable adjustments: we will make these wherever possible and examples could include:

- Ensuring that the interview is held in an accessible room or building
- Arranging for assistance with communication at interview

Before any interview, we will let you know in advance:

- The location, date and time of the selection process.
- The way we will conduct the selection process, e.g. use of tests, presentations, group discussions. This will give you a chance to contact us to discuss any adjustments or assistance.