

# Interview Requirements Request

Aims:

To give young people with SEND (Special Educational Need and Disability) the confidence to request reasonable adjustments at the interview stage.

**Tick or remove as appropriate. Remove blue text prior to sending.**

Thank you for your interview offer for the role of *(insert job title here)*. To ensure that I am not at a disadvantage during the interview process due to my disability (as outlined in the Equality Act 2010), please could you consider the following reasonable adjustments for me during the interview process:

- Ground floor interview room or accessible lift
- Wheelchair accessible
- Interview questions in advance
- Details about interview format in advance
- BSL interpreter
- Interview questions in a written format
- Additional time to complete tasks/ assessments
- Communication support (I can apply for this through Access to Work if required)
- In person interview
- Virtual interview
- Alternative assessment (e.g. a work trial instead of an interview)
- 1:1 interview instead of panel
- Communication prior to the interview to discuss any adjustments needed.

*For more information on reasonable adjustments and what to do if you feel the employer is discriminating against you after asking for reasonable adjustments, please see:*

[Access to Work Communication support at a job interview \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Ask for interview adjustments | Disability charity Scope UK](#)

[Reasonable adjustments - Into Work](#)