

● **Further details**

**Job centre or Jobcentre Plus**

For your nearest job centre look in the Yellow Pages under employment agencies, careers advice, training service or online at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

**New Deal for Disabled People (NDDP)**

Telephone: 0845 606 2626

Textphone: 0845 606 0680

Website:

[www.newdeal.gov.uk/newdeal.asp?DealID=NDDIS](http://www.newdeal.gov.uk/newdeal.asp?DealID=NDDIS)

For a list of agencies involved with NDDP:

[www.jobbrokersearch.gov.uk](http://www.jobbrokersearch.gov.uk)

**Disability Rights Commission (DRC) Helpline**

Free advice if you feel you have been treated unfairly.

Open 08:00 to 20:00, Monday to Friday

See back page of this leaflet for details.

See also on the DRC website ([www.drc-gb.org/knowyourrights/employment.asp](http://www.drc-gb.org/knowyourrights/employment.asp))

‘Employment, health and disability – Getting in, staying in and getting on’.

There are factsheets on other topics available from the Helpline and comprehensive advice about work on the DRC’s website ([www.drc-gb.org](http://www.drc-gb.org)).

**Disability Alliance**

Publishers of the Disability Rights Handbook, can advise on tax credits and are regarded as the leading authority on social security benefits for disabled people.

Disability Alliance  
 Universal House  
 88-94 Wentworth Street  
 London E1 7SA

Telephone (voice and minicom): 020 7247 8776

Fax: 020 7247 8765

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If you require this publication in an alternative format and/or language please contact the Helpline to discuss your needs. It is also available on the DRC website: [www.drc-gb.org](http://www.drc-gb.org)

The DRC Language Line service offers an interpretation facility providing information in community languages and is available on the DRC Helpline telephone number 08457 622 633. You can email the DRC Helpline from our website: [www.drc-gb.org](http://www.drc-gb.org)

**Other leaflets currently available**

- Who has rights under the Disability Discrimination Act 1995 (DDA)?
- What are reasonable adjustments?
- Health and safety
- Discipline and dismissal
- Pensions
- Sick leave, sick pay and medical appointments
- Redundancy

- ☎ **Telephone** 08457 622 633
- ☎ **Textphone** 08457 622 644
- Fax** 08457 778 878
- Website** [www.drc-gb.org](http://www.drc-gb.org)
- ✉ **Post** DRC Helpline  
 FREEPOST MID 02164  
 Stratford upon Avon  
 CV37 9BR

# Getting into work – my rights



**A series of leaflets providing practical advice and information on getting and keeping employment**



INVESTOR IN PEOPLE



**The DDA makes it unlawful for an employer to discriminate against you because of your disability.**

## ● What are my employment rights under the DDA?

The employer has a duty to make 'reasonable adjustments' to premises and working practices to ensure you are not at a substantial disadvantage compared to others. This covers:

- the recruitment process
- the terms and conditions of your employment.

Your rights under the DDA also cover:

- your chances for promotion, transfer, training and benefits
- unfair treatment compared to other workers
- harassment and victimisation
- unfair dismissal.

## ● How can I convince a prospective employer that I am the right person for the job?

The key is to inform and prepare yourself:

- Be clear about your skills, abilities and the work you want.
- Familiarise yourself with the recruitment process, the job description and the person specification.
- Demonstrate your competencies to your prospective employer.
- Be aware of what adjustments you need to do the job well – advice is available from the job centre and you may be able to arrange support from the Access to Work team.
- Help your employer to help you by suggesting adjustments.

- Remember that employers who use the 'two tick symbol' have already thought about the best ways to employ disabled people and are likely to be flexible.

## ● Is there any help available?

Disability Employment Advisers based in job centre and Jobcentre Plus offices can offer you a range of support, advice and information including:

- Employment assessment – an in-depth interview to help you find out how your disability might affect your choice of work.
- Work preparation after a long period of unemployment.
- Job seeking as well as training advice and support.
- Advice and information on keeping your job
- Information about the Job Introduction Scheme which pays a grant to your employer for your first few weeks in the job, giving both you and your employer the chance to try things out.
- Information on WORKSTEP which provides supported job opportunities to disabled people facing more complex employment barriers.
- Details on the New Deal for Disabled People – a voluntary programme delivered through a network of Job Brokers who support disabled people in their preparation, search and first six months of work.
- Information on Access to Work – a scheme which provides advice and practical and financial support to disabled people and their employers to help overcome work-related obstacles.
- Information on benefits that you may be entitled to.