

### **GMB Reasonable Adjustment Statement**

GMB Union recruitment processes can include various stages and activities – for example, application forms, tests, assessment centres and panel interviews.

These activities all help us assess whether you meet the requirements of the job you have applied for.

GMB Union is committed to making sure that our recruitment and selection methods are fair to everyone. To help you during the recruitment process, we will take into account any reasonable adjustments that could help you.

Some examples of the adjustments we can offer include:

- changing the time or format of interviews [in person, online]
- providing interview questions in a written format
- allowing a job coach or support person to attend with you, who can aid you with understanding of the questions
- additional time in timed tests, interviews or other assessment activities
- Let you know what to expect in advance. For example, how many people you will be meeting, how many questions you will be asked, the types of questions and how long the interview is likely to last.

This is not an exhaustive list, and we will consider any reasonable adjustments that you might need. Should you have a disability and require a particular adjustment to be made to allow you to fully participate in a recruitment process, please ensure that you contact the person listed either on the job advert or in the Invitation to Interview Letter when confirming your availability to attend an interview/assessment centre.

Our duty to make reasonable adjustments only applies where we have been made aware of the need, so it is important that you provide this information to us if it is applicable to you.