# HOT CHOCOLATE TRUST YOUTH WORKER (STRETCH PROJECT) JUNE 2026

## Reasonable Adjustments for Candidates

When you are applying for a new role, you will often see on the advert a statement about making reasonable adjustments to the recruitment process. But what exactly does reasonable adjustments mean?

The Equality Act defines reasonable adjustments as any form of assistance or adjustment that is necessary, possible and reasonable to reduce or eliminate barriers at work. There is no requirement for this to be advertised or communicated; it is something you could ask for during any recruitment process, with any employer for any role.

Every individual is different, and even those with the same disability will have very different experiences of living with that disability, so there can be no "one size fits all" approach to adjustments. If you feel there are barriers to the recruitment process that won't allow you to showcase your full experience, skills, ability, and potential, then those are the things to ask for adjustments on.

It may be helpful to make a list of the barriers you typically face or anticipate facing and share them with Claudia Richardson at admin@hotchocolate.org.uk who can support you to identify key adjustments that could be made to the application or interview process.

The adjustments you can ask for are endless, but here are just some examples of adjustments that may be useful for you:

- Video application instead of a written application.
- Alternative formats to the job advertisement/application form.
- Extra time at the interview.
- Changes to the interview to be online or face to face.
- Interview to be scheduled at a certain time of the day.
- Reducing the number of interviewers.
- A photo of the room in which the interview or assessment is to be held.
- A visit to the site of the interview or assessment.
- An accessible interview room.
- Asking not to shake hands and explaining if eye contact is painful for you, that you may not be able to do that in interview.
- Allowing time for you to write questions down.
- Allowing you to bring notes into the interview with you.
- Changes to lighting/noise levels.
- Interview questions in advance.
- Alternative application and testing formats.
- Assistance if the test is on a computer, such as a larger screen, software, or a person to read for you.
- Asking for a support worker or British Sign Language interpreter.

We want to support all of our job applicants to present themselves in the best possible way and welcome having conversations to overcome any barriers they may be faced with.