

London & South East Recruitment Office

Request for Adjustments and/or Guaranteed Interview Scheme – Guidance

If you wish to request an adjustment to a recruitment process or apply via the guaranteed interview scheme you should submit your request to the recruitment office hosting the assessment/selection centre and/or interviews. See appendix A for a list of recruitment offices.

You should submit requests relating to any of the locations for the recruitment processes below to the London and South East recruitment office:

- Pre-registration pharmacist
- Dental foundation training

Requests will be considered if you wish to request reasonable adjustments to a specific recruitment process because you:

- a) have a disability¹; and/or
- b) wish to request consideration under the Guaranteed Interview Scheme for a specific recruitment; and/or
- c) have other extenuating circumstances

Specialty training: If you are applying for multiple specialties, you must list all specialties and levels to which you are applying. We will only consider adjustments/ GIS for specialty recruitments that you have listed within the online form.

Supporting documentation – validity

You must provide valid documentation that confirms your disability and/or extenuating circumstances. In order to be valid, such documentation must be **issued by a recognised authority** and **within an appropriate time frame**.

For all disabilities bar learning disabilities, supporting documentation needs to be issued by a doctor on the GMC specialist register (this includes the GP register) in order to be considered valid.

The supporting documentation must:

1. Confirm your disability
2. Corroborate the rationale supplied for each adjustment requested

For learning disabilities (including dyslexia, dyspraxia, etc) valid supporting documentation consists of a standard report from an educational psychologist or University Disabilities Unit / Enablement Centre confirming investigation and diagnosis of a specific learning disability. No other documentation will be accepted.

¹ The definition of a disability used is that used in the Equality Act (2010), which defines a disabled person as someone who ‘...has a physical or mental impairment’ that ‘has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’.

Thus any long-term or chronic condition that has lasted or will last 12 months or more and which you feel has a ‘substantial and long-term adverse effect’ on your ‘ability to carry out normal day-to-day activities’ can be considered a disability.

Format

To be considered valid, the supporting documentation must feature:

- Letterhead/ branding
- Date of issue
- Full name of candidate
- Full name, title and qualification of signatory
- Signature of signatory

Submission deadline

The deadline for requests is **the closing date of the application** for the recruitment to which you are applying.

Requests for adjustments submitted after this date will be considered only if your circumstances have changed since the closing date of applications.

Please note, we are only able to consider requests for recruitment processes/interview/selection centres managed by the London and the South East Recruitment Office.

Contact details for all other UK recruitment offices are listed in appendix A.

Appendix

Recruitment offices – contact details

Recruitment Office	Contact Email Address
Health Education East Midlands	<p>For Public Health applicants: heem.publichealthrecruitment@nhs.net</p> <p>For all other specialties: heem.medicalrecruitment@nhs.net</p>
Health Education East of England	HEEE.recruitmenthelpdesk@nhs.net
Health Education North East	lethelpdesk@ne.hee.nhs.uk
Health Education North West – Mersey	lead.employer@sthk.nhs.uk
Health Education North West – North West	norwest-dean.ftp@nhs.net
Health Education South West – Peninsula	PEN.STRHelpdesk@southwest.hee.nhs.uk
Health Education South West – Severn	severn.stsupport@southwest.hee.nhs.uk
Health Education Thames Valley	recruitment@thamesvalley.hee.nhs.uk
Health Education Wessex	<p>For Cardiothoracic Surgery applicants: ctsurgery.recruitment@wessex.hee.nhs.uk</p> <p>For Paediatric Cardiology applicants: paediatric.cardiologyrecruitment@wessex.hee.nhs.uk</p> <p>For all other specialties: wessex.recruitment@wessex.hee.nhs.uk</p>
Health Education West Midlands	<p>For GP applicants to the West Midlands only: gpdeaneryadmin@wm.hee.nhs.uk</p> <p>For applicants to Anaesthetics: nationalrecruitment@wm.hee.nhs.uk</p> <p>For applicants to Intensive Care Medicine: icm@wm.hee.nhs.uk</p> <p>For applicants to Clinical Genetics: mmcteam@wm.hee.nhs.uk</p>

	For all other applicants applying to posts in the West Midlands: mmcteam@wm.hee.nhs.uk
Health Education Yorkshire and the Humber	specialty.recruitment@yh.hee.nhs.uk
General Practice National Recruitment Office	N/A – emails to be sent to LETB/Deanery preference
Royal College of Obstetrics and Gynaecologists	N/A – emails to be sent to LETB/Deanery preference
Royal College of Paediatrics and Child Health	paedjobs@rcpch.ac.uk
Royal College of Physicians	N/A – emails to be sent to LETB/Deanery preference
NHS Education for Scotland	RecruitmentConfidential@nes.scot.nhs.uk
Northern Ireland Medical and Dental Training Agency	hr.nimdta@hscni.net
Wales Deanery	confidentialenquiries@cf.ac.uk



Health Education England