

Adjustments for job applicants

We are committed to fostering an inclusive, stimulating and rewarding culture where everyone can thrive and diversity is celebrated. The diversity of our workforce is of critical importance in drawing together the talent, skills and experience on which we depend to conduct world-class science and support biomedical discovery.

We want to make applying for a vacancy and participation in our recruitment processes accessible to all and this includes making adjustments for individuals who identify as neurodiverse or as having a disability and/or long-term condition.

Examples of Adjustments to the recruitment process (please note, the list is not exhaustive):

- Photos of the interview rooms and campus maps
- Extended time to answer questions or deliver presentations
- Theme of interview questions
- Meeting rooms accessible by wheelchair
- Provide a job advertisement/application forms in a different format

How do I request Reasonable Adjustments?

We encourage you to contact our Recruitment team for support when applying for a role. You can do so by emailing recruit@sanger.ac.uk to initiate a confidential discussion about how we can assist you.

If you are currently engaged in an ongoing recruitment process, please don't hesitate to connect with your Recruiter. They will be available to discuss in confidence how we can provide the necessary support.

For your convenience, we've provided a template below that you can use for either situation. In your email, please feel free to include as much detail as needed, or even provide a phone number if you prefer discussing matters by phone.

When reaching out, kindly ensure you include the job reference number for proper identification.

We will be available to assist you at any stage of the recruitment process and discuss any potential barriers you may face, in order to find and offer solutions tailored to your requirements. We also welcome feedback on our recruitment processes so we can continue to learn and support those who face barriers applying for jobs and attending interviews.

Monitoring

To enable us to review our recruitment processes and help identify areas for improvement, we will anonymously record all reasonable adjustments that have been requested and put in place.

Equality in Science

To learn more about how we seek to build an open, inclusive institute, please visit:

<https://www.sanger.ac.uk/about/equality-in-science/> or contact our EDI Team:

equality@sanger.ac.uk.

Should you require it, please find below an email template designed to facilitate the submission of your request for reasonable adjustments. Please feel free to copy and paste and use an email.

Subject: Request for Reasonable Adjustments – [Job Reference Number]

Dear Recruitment [Team/Advisor],

I am writing to enquire about the possibility of requesting reasonable adjustments for the [application process] / [upcoming interview process] for the [position/job title] role at the Wellcome Sanger Institute - [Job Reference Number].

[Briefly explain your situation, such as a disability, medical condition, or specific requirements that might necessitate adjustments.]

OR

Please contact me on [include phone number] to discuss in more detail my personal requirements.

Thank you for your attention to this matter.

Best regards,

[Your Name]