

For more information or free advice and guidance contact:



Phone: 07716 639374

Helpline: 07716 639375

Facebook: @DyslexiaCornwall

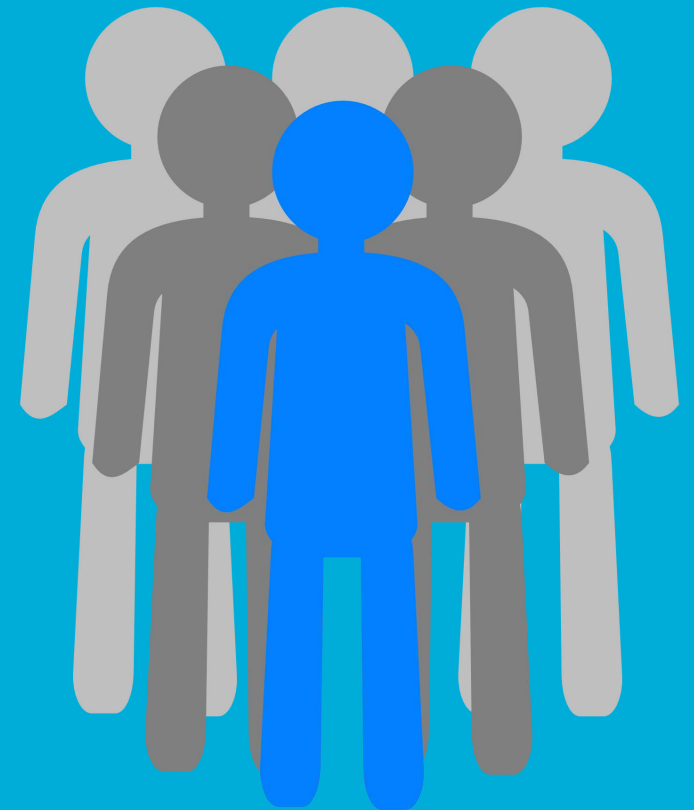
[enquiries@dyslexiacornwall.org.uk](mailto:enquiries@dyslexiacornwall.org.uk)

[helpline@dyslexiacornwall.org.uk](mailto:helpline@dyslexiacornwall.org.uk)

Charity No: 1165690



**Dyslexia & Employment**



# Applying for Work

Nowadays application forms and procedures are often online and may incorporate tests or assessments that may disadvantage people with dyslexia.

## So where do you start?

### Application Forms

Forms can appear difficult or confusing but they do tend to follow a similar format:

- Personal details
- Qualifications
- Employment history
- Previous experience and skills

It is important that you refer to the job description and person specification when completing the previous experience and skills section.

Make sure you address every detail, this can be done one point at a time.

Don't expect the employer to be able read between the lines and work out that you can do something.

If you can, get someone to proofread before you send it off and keep a personal dictionary of words that you need to use that are spelt correctly.

Keep a copy of applications you have already completed so that you do not need to keep looking up details.



## Do you mention that you have dyslexia?

There is no legal requirement to disclose a disability when applying for a job. However, some employers offer guaranteed interviews for a disabled applicant who has partially met the required experience and skills under the "Positive about Disabled People" scheme.

Dyslexia is recognised as a disability under The Equalities Act 2010.

Unfortunately, some employers still avoid employing someone with dyslexia.

You may decide not to mention dyslexia before an offer of employment has been made.

However, it is a good idea to speak to your employer before you start work about the support you will need. Failure to disclose your support needs may lead to capability issues at a later date.

# Applying for Work

Under 'reasonable adjustments' the employer can be asked to accept a CV and covering letter if an electronic version of a form is not available.



## CV

A CV may be needed as a first introduction to an employer.

You can create a professional CV with help through the National Careers Service.

Group and individual support is available through work clubs provided by the Jobcentre and other voluntary organisations. Plus there are lots of ideas and hints available online.

You do need to get your CV proofread as spelling errors are not going to give the best first impression.

# Job Interviews

People with dyslexia may be further challenged when invited to an interview. Dyslexic difficulties can become more pronounced with stress or anxiety.

## Interview

If you are invited to an interview, you may be asked to complete written tests or other assessment exercises.

At this point you may wish to disclose that you are dyslexic. Depending on the severity of your dyslexia you may be entitled to reasonable adjustments during the interview, written tests and other assessment processes.

Reasonable adjustments may include:

- Extra time
- Taking notes into the interview
- Having a list of questions and assessments in advance
- Avoiding multi-layered questions
- Questions are presented in a chronological order

You will be more confident and more successful if you prepare well. Key strategies include:

- Research about the employer.
- Anticipate key questions and practise the answers.
- Tailor your 'story' to the job.
- Be able to say why you would be good at the job.
- Be able to talk about something that went well.
- Prepare questions to ask during the interview.

Manage your stress - the better prepared, the more relaxed you will be.

## Dyslexia at Work

Dyslexia is recognised as a disability under The Equalities Act 2010. This means that an employer must make reasonable adjustments for dyslexic employees.

Dyslexia can affect some aspects of work. It is important that when seeking employment you know your strengths, weaknesses and skills. With this information 'reasonable adjustments' and support can be put in place.

A dyslexia screening will highlight the difficulties you have and how these can be supported.

The screening can be used as evidence for a claim to Access to Work.

An Access to Work grant can provide the equipment that is needed to support you at work, There is more money available at the start of a new job [within 6 weeks of starting] so don't delay applying for this.

### Access to Work

More details on Access to Work can be obtained from <https://www.gov.uk/access-to-work/overview>. Applications can be made by telephone 0800 121 7479.

## Job, Traineeship or Apprenticeships?

Everybody wants to get a well paid job but sometimes that does not happen. There are opportunities to have training while getting work experience.



### Traineeships

Traineeships are for those aged 16-24 and not ready to start an apprenticeship, you will get work experience and help with English and maths if you need it. They are not paid but you will get help with expenses.

### Apprenticeships

Apprenticeships combine practical training in a job with study. You will get paid and depending on qualifications you have before you start you may be able to study for qualifications at all levels up to a degree.



# Work and Health Programme

The Government has a scheme called Work and Health Programme. It can help you get and keep a job if you're disabled and find it hard to work.



The Work and Health Programme helps you find and keep a job if you're out of work.

It's voluntary - unless you've been out of work and claiming unemployment benefits for 24 months.

You'll get personal support to help you:

- identify your employment needs
- match your skills to work that's available
- put you in touch with employers
- find long-term employment
- get training to help you find work

Ask to speak to a Jobcentre Work Coach about the Work and Health Programme.

# Self Employment

If you wish to be self employed then the New Enterprise Allowance scheme [NEA] may be for you.

If you are claiming a qualifying benefit the Jobcentre can refer you onto the NEA scheme.

Qualifying benefits include:

- Jobseekers Allowance
- Employment Support Allowance (Work related activity group)
- Income Support (Lone Parent)
- Universal Credit

All you need is to have a good business idea and how it will provide sufficient income to cover all expenses and your own living costs.

The NEA scheme offers support by:

- Helping create a business plan.
- Providing a business mentor.
- May get a weekly allowance worth up to £1,274 over 26 weeks

NEA support continues for 26 weeks after you start trading.

<https://www.gov.uk/government/collections/new-enterprise-allowance-campaign>

# How we can help...



Dyslexia Cornwall can help people develop work focused strategies by offering access to a range of services .

## Information and Advice Services

We offer a confidential information and advice service.

Our information and advice services are carried out by our highly experienced dyslexia advisers.

## Dyslexia Helpline

We offer a confidential telephone Helpline service which provides information and advice on dyslexia and related subjects.

Our Helpline is run by volunteers who are experienced and qualified dyslexia advisers.

This is a FREE service.

Our Helpline is sometimes very busy. If you get no reply, please leave a message on the answerphone.

Helpline: **07716 639375**

## Dyslexia Screening

Dyslexia screenings give an indication as to whether you are likely to be dyslexic. **Dyslexia screenings cannot diagnose dyslexia.**

We provide a free signposting service to organisations offering dyslexia screenings. They take up to 60 minutes to complete.



## Dyslexia Assessments

Assessments involve a series of tests to determine whether you are dyslexic or have other specific learning difficulties.

**Dyslexia assessments can diagnose dyslexia.**

We provide a free signposting service to organisations offering dyslexia assessments.

The assessments should be carried out by fully qualified assessors registered with the Professional Association of Teachers of Students with Specific Learning Difficulties (PATOSS) or British Psychological Society. The assessments can take up to 4 hours to complete.

## Tuition and Mentoring Support

We can signpost to specialist one to one tuition and mentoring services that are tailored to the needs of the individual. Tuition and mentoring is carried out by experienced dyslexia specialists registered with Professional Association of Teachers of Students with Specific Learning Difficulties (PATOSS).



For a full list of services and charges  
visit [www.dyslexiacornwall.org.uk](http://www.dyslexiacornwall.org.uk)