Top tips for creating accessible job adverts
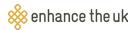
A guide aiming to support your organisation
in recruiting a more diversified team.

enhance the uk
changing society's views on disability

Your duty as an employer

As an employer you have a legal duty to ensure that within any stage of the recruitment process you do not discriminate against disabled people. One of the key aspects of this is to make sure that job adverts are accessible. When writing job adverts:

- Use a font that is easy to read and is a minimum of 12 pts, if possible larger fonts are better. Avoid italic typefaces.

- State clearly that you have an equal opportunities policy and that you welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

- Provide contact information of someone within your organisation who is able to provide additional information and discuss any access needs and reasonable adjustments required.

- Check that within the person specification only the skills and experience which are crucial to the job are included, for example specifying a successful candidate must hold a driving licence when driving is not an essential element of the job is indirectly discriminating against some disabled people.

- Offer alternative formats for applications, for example if an application is to be made online provide a paper form as an alternative