

# Employer letter to recruitment firms template

Letting recruitment firms that you work with know that you are open and committed to employing people with disability is an important part of ensuring you are offered candidates with disability. The below is an example letter you can send to recruitment firms to inform them of your disability employment position.

Dear [name],

As a recruitment firm we work with closely, we always seek to give you a strong flavour of the kind of company we are, the kind of people we hope to employ and what we expect from you. A clear understanding between our companies will undoubtedly lead to better results for us all.

[Employer name] values diversity in our organisation and we have some principles in place that will help to promote inclusion and access in our attraction and recruitment practices.

These are:

[Employer name] has a policy of being fair and reasonable when it comes to the recruitment of new employees. [Employer name] takes care to ensure job descriptions are written in plain English and are specific and concise. We are keen to accept applications from any candidates who are able to demonstrate a clear match with the selection criteria.

- During the recruitment process, we focus on people's abilities and skills and whether they are able to meet the 'inherent requirements' or required daily tasks of the role, rather than how the job is completed.
- We know that sometimes good candidates may need flexibility to be able to clearly demonstrate their skills and knowledge during the recruitment process and to be productive in the workplace.
- [Employer name] embraces diversity and encourages applications from people with disability. Candidates will have the opportunity to request support or reasonable adjustment during the recruitment process in order to demonstrate their ability to meet the inherent requirements of the job.

For further information, or advice on how to undertake any of the above, please contact [Employer name], or access free and confidential disability employment information and advice from the JobAccess Service on 1800 464 800.

