

# Disclosure Level

You have the right to decide what level of disclosure you want. Sometimes, people don't want their employer to know that they get **Support** from an agency or that they have a disability. **This is a very important decision because you are not covered by the Equality Act 2010 if your employer does not know that you have a disability.**

Please remember that getting and keeping a job is not something we do **for** you. It's something that we help you to do. People who succeed in work do so because they are motivated and want the job to be successful. We expect you to help yourself – our role is to **Support** you in doing this. We want you to be as independent as possible and will only offer the least amount of Support we think you need to be successful.

Generally, we can offer three levels of Support:

		Level 1
Employer	<input checked="" type="checkbox"/>	If you choose this level of Support we can assist you to gain employment and even accompany you to interviews if you wish us to. Once you are in employment we will be able to visit you in the workplace and Support you and your supervisor and colleagues to learn the job and make progress. Once you are working we will keep regular contact with you and hold meetings where you can discuss how you are getting on.
<i>We can contact your employer</i>		
Colleagues	<input checked="" type="checkbox"/>	
<i>We can contact your colleagues</i>		
		Level 2
Employer	<input checked="" type="checkbox"/>	If you choose this level of Support we will make contact with your employer to Support you in obtaining employment but we will not make contact with your supervisor or colleagues in the workplace. We will carry out regular reviews with you and a supervisor you nominate from your workplace.
<i>We can contact your employer</i>		
Colleagues	<input type="checkbox"/>	
<i>We will not contact your colleagues</i>		
		Level 3
Employer	<input type="checkbox"/>	If you choose not to disclose the Support you receive from us to either your employer or work colleagues we will offer you limited Support outside of the workplace only. We will have no contact with the employer and will not be able to approach the employer on your behalf.
<i>We will not contact your employer</i>		
Colleagues	<input type="checkbox"/>	<i>Remember: This is a very important decision because you are not covered by the Disability Discrimination Act if your employer does not know that you have a disability.</i>
<i>We will not contact your colleagues</i>		

Level of disclosure selected: \_\_\_\_\_

Name of Client: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of significant other  
(if appropriate) \_\_\_\_\_

Signature of significant other \_\_\_\_\_

Date of completion of form: \_\_\_\_\_

Employment Officer: \_\_\_\_\_