

Disclosure Hints and Tips

Should we disclose?

- There is no legislation that says that a person must disclose information regarding mental health (only for criminal convictions).
- There is no absolute right or wrong with disclosure, it is a question of when and how much to disclose in order to benefit and not suffer from doing so.
- Try to come to your own decision about disclosure (when, to whom and how much), rather than feeling forced into it.
- Any decision about disclosure should be based upon the:
 - 1) your experience of mental health difficulties or effects of medication
 - 2) your support needs relating to the recruitment process and the job
 - 3) policy and procedures of the employer (if any)
 - 4) stage of the recruitment process
- Look carefully at the wording of questions on health and disability. Do you have a choice about how to answer? Is Equality Act language being used? (E.g. Do you consider yourself to have a disability?) Is the disclosure going to be kept confidential from the short-listing panel?
- Does the employer have the Equal Opportunities (one tick) and/or Positive About Disabled People (two ticks) symbols? Can you read their policy on disclosure of health and disability, so as to inform your decision?
- Carefully consider that if you do not tell the truth and a lie is discovered, that this could mean that you are excluded you from the recruitment process. If you are employed then this could be seen as a 'breach of contract' and lead to dismissal.

How to disclose

- Only give the information required at any stage of the recruitment process
- Always disclose as confidently and clearly as you can
- Never disclose in an apologetic, fearful or confrontational manner
- Explain how "that was then and this is now"
- Describe how you are managing the condition successfully

- Describe how you have benefitted from your experiences
- Cite the employers good policies as part of the reason for applying & disclosing
- Disclose in writing, mark it 'Private and Confidential' and send it to the person who is responsible for assessing 'fitness for work' (preferably Occupational Health)
- Offer to attend an Occupational Health assessment if they have any concerns

Describe the support you have in place and ask for 'reasonable adjustments' to enable you to succeed (at the interview or in the job).