



BARRIER BREAKERS RECRUITMENT FOR PEOPLE WITH DIFFERENT ABILITIES



A service of the Association for the
Physically Disabled (APD)
Greater Johannesburg

(NPO No 000 – 865 and PBO No 930006515)

011 646 8331 (T)

011 646 5248 (F)

recruitment@apdjhb.co.za

We are pleased to introduce to you **Barrier Breakers Recruitment** which provides you, as an employer, an opportunity to consider candidates who, although facing personal challenges, have a great deal to offer a professional organization. **Barrier Breakers Recruitment** also offers employers assistance in meeting their Employment Equity Targets.

Additional **Barrier Breakers** services are available to help you create an environment for successful employment and retention of staff with disabilities.

Our Candidates

Our candidates come from all sectors of our community and have varying degrees of disability; the attached "Annexure A" will provide you with a better understanding of the term "disabled".

Each candidate is interviewed by one of our recruitment team members before their CV is recommended to you. This ensures that we take into account not only the skills required for the position that you offer but also the suitability of their future working environment.

Our Service

- We fully understand how time consuming recruitment can be and we undertake to only provide you with candidates that have been screened to ensure that they meet your requirements.
- It has become increasingly popular for potential employers to carry out their own verification checks in terms of qualifications, credit and criminal records. As a result these verification checks are not done as a matter of course. However this service can be rendered at your request.
- Our standard recruitment rate is 12% of the annual cost to company salary offered to a successful candidate. Should you wish us to provide the necessary verification information the cost of these reports will also be for your account. Your acceptance of these terms will be binding following completion and signature of the attached employer agreement form.

Our Guarantee

To allow a "settling in" period we ask nothing from you for the first two weeks of employment other than providing your new employee with "reasonable accommodations" (please refer to the attached "Annexure B" for definition) and the salary confirmed in your letter of appointment. **Barrier Breakers** can provide additional cost effective services during this period.

On successful completion of the first two weeks of employment and, provided that our fee is paid within seven days following the period of successful employment, we offer the following guarantee:

- 75% refund of the recruitment fee, excluding any verification costs should the employment contract terminate within the first month of employment (this excludes the initial two week "settling in" period).
- 50% refund of the recruitment fee, excluding any verification costs should the employment contract terminate within two months of employment (excluding the initial two week "settling in" period).

We look forward to the opportunity to introduce our candidates to you.

Lorna Arnott

"Jobs, Jobs and jobs are the dividing line in many families between a decent life and a wretched existence." – Nelson Mandela



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ANNEXURE A

WHAT IS A DISABILITY?

The definition of disability is given in Section 1 of the Employment Equity Act. It reads as follows:

"People with disabilities" means people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment.

Disability affects many people. In South Africa, males have a 36 percent chance of becoming disabled during their lifetimes, and women a 28 percent chance. There are four categories of disability with many disabling conditions within each category. Examples include:

Mental Disability

Attention Deficit Disorder
Brain Injury
Depression
Chronic Pain
Dyslexia
Epilepsy
Posttraumatic Stress Disorder
Psychiatric Impairments

Physical Disability

Arthritis
Amputation
Cancer
Cerebral Palsy
Cumulative Trauma Disorders / Repetitive Stress
Diabetes
Heart Conditions
HIV/AIDS
Sleep Disorders Multiple Chemical Sensitivity
Multiple Sclerosis
Paraplegia

Hearing Disability

Deafness
Meniere's Disease
Noise induced hearing Loss
Otosclerosis

Visual Disability

Blindness
Glaucoma
Optic Neuritis
Retinitis Pigmentosa (includes Night blindness, and tunnel vision)



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ANNEXURE B

WHAT ARE “REASONABLE ACCOMMODATIONS”?

Reasonable accommodations enhance the opportunity for qualified persons with disabilities to be, or remain, employed. Accommodations are typically low cost and easy to implement.

The purpose of providing reasonable accommodations is to enable employers to hire or retain qualified job candidates regardless of their disability by eliminating barriers in the workplace. Accommodations are tailored for a certain job or situation that an individual is hired to perform. **Barrier Breakers** can offer you services to assist you with this process.

Types of accommodations include:

- assistive devices
- reassignment
- modified work schedules
- job modifications
- relocation
- a change in the physical environment.

Examples of assistive devices often used in the work place include:

- telephone amplifiers , often used by persons with hearing impairments.
- wooden blocks to elevate desks and tables for wheelchair users.
- large-type computer terminals and braille printers to assist persons with vision impairments.

Accommodations vary by disability and should be determined on a case-by-case basis. People with disabilities are often the most knowledgeable persons in relation to the accommodations they may require, which makes the process simple and quick.

With the introduction of the Employment Equity Act, it has become increasingly important for employers, people with disabilities, rehabilitation professionals and others to become knowledgeable about work-site accommodations which can be made for people with disabilities. Employers who are knowledgeable about accommodations will be better able to hire, retain and promote someone with a disability.



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EMPLOYER'S REGISTRATION FORM

(please return the completed form to recruitment@apdjhb.co.za or by fax to 011 646 5248)

COMPANY NAME

CONTACT PERSON

PHYSICAL ADDRESS

.....

POSTAL ADDRESS

TEL:

FAX:

CELLULAR NUMBER:

E-MAIL:

I, the undersigned confirm that I am duly authorized to enter into an agreement with APD for the purposes of recruitment. My signature on this document confirms my acceptance of the terms and conditions set out by APD in respect of their recruitment services.

Signed..... Date.....



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EMPLOYER'S JOB SPECIFICATION

(please return the completed form to recruitment@apdjh.co.za or by fax to 011 646 5248)

COMPANY NAME

CONTACT PERSON FOR RECEIPT OF CV'S

CONTACT DETAILS Tel Fax E-mail

HOW SHOULD CV'S BE COMMUNICATED? (i.e. fax, email?)

NATURE OF YOUR BUSINESS

POSITION AVAILABLE

EXPECTED START DATE

SPECIAL SKILLS / QUALIFICATIONS REQUIRED

LITERACY / LANGUAGE REQUIRED

MINIMUM WORK EXPERIENCE NECESSARY

SALARY PACKAGE / DETAILS OF BENEFITS

ACCESSIBILITY OF PREMISES

i.e. Is the building / workstation suitable for a person in a wheelchair / using crutches etc, is there a disabled person's toilet? **(We can provide an additional service where we will scan your premises to highlight any potential problems)**

Please send me details of other services offered by Barrier Breakers such as disability awareness training, Ergonomic assessments of the physical workplace etc. YES / NO

SIGNED..... NAME.....

POSITION HELD DATE.....



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EMPLOYER'S REGISTRATION FORM (LEARNERSHIP)

(please return the completed form to recruitment@apdjhb.co.za or by fax to 011 646 5248)

COMPANY NAME

CONTACT PERSON

PHYSICAL ADDRESS

.....

POSTAL ADDRESS

TEL:

FAX:

CELLULAR NUMBER:

E-MAIL:

A placement administration fee of R750 will be charged if a Barrier Breakers candidate is placed in your learnership programme.

I, the undersigned confirm that I am duly authorized to enter into an agreement with APD for the purposes of recruitment. My signature on this document confirms my acceptance of the terms and conditions set out by APD in respect of their recruitment services.

Signed..... Date.....