

RARE YOUTH

Illuminating RARE Talent
RARE Recruitment Guide

#RAREYOUTHREVOLUTION



The Illuminating RARE Talent Programme is an initiative by RARE Youth Revolution, a programme operated by NRG Collective Ltd, home of RARE Revolution Magazine.



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Accessing the world of work can be a daunting process. Through our work with young people, we know that difficulties accessing meaningful work experience can be amplified for our rare disease youth community. Others like you, who live with one or more rare disease(s), have told us of their struggles to obtain work placements during and post education, with ongoing impact on their ability to develop employability skills that would set them up for fulfilling future careers and financial independence. With this in mind, we want to help you overcome some of the challenges involved in entering the workplace and building a rewarding career in your chosen field.

The Illuminating RARE Talent programme was developed for young people, by young people, via the RARE Youth Revolution initiative as a partnership project with [RARE Revolution Magazine](#) and our primary sponsor [Illumina](#), along with support from [OPEN Health](#) and [Breaking Down Barriers](#).

The following handbook aims to guide you through the process of finding, applying for and starting your new career. It is packed with handy top tips to help you become the best version of yourself for your future employer and help you feel ready for the transition into the workplace.

Together, we are powering up young voices and illuminating your path to youth employment. You have officially made the first step into your future career!

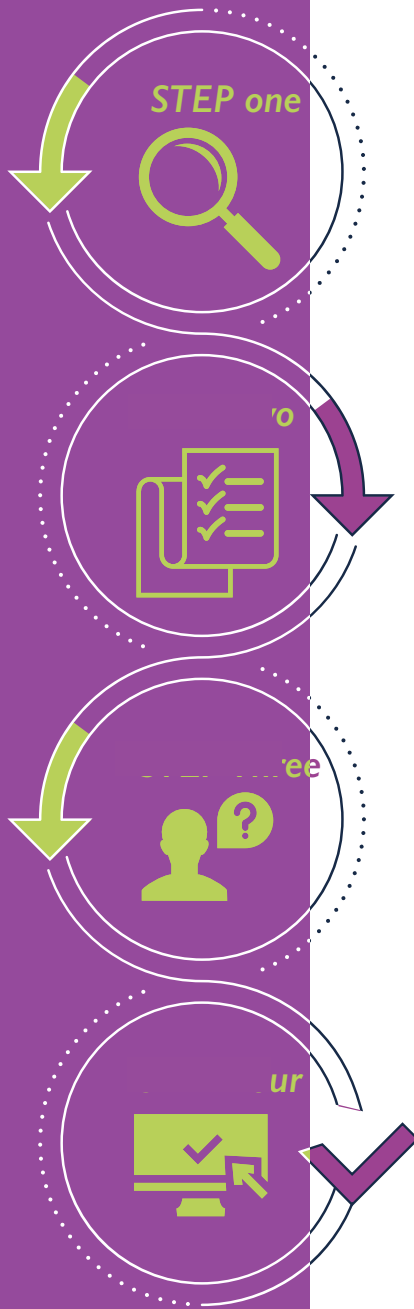
Recruitment guide overview

The following, provides simple steps to guide you through the first step in finding your dream job, and how to ensure you thrive in your new role when you get there. Topics covered include:

- Finding and applying for your dream job
- Interviewing for success
- What to expect: joining the world of work
- Your responsibilities and obligations as an employee
- Workplace etiquette and conduct
- Staying safe and supported in your role

Finding and applying for your dream job

Looking for our dream job and planning our future career is an exciting time. What that looks like will differ for everyone depending on your own circumstances. So the first thing to say is, don't compare your career aspirations with that of your friends and family. It is important when thinking about what your dream job would be, to put the emphasis on the word your. We spend considerable time throughout our lifetime engaging in work so it's important that your chosen career meets your personal needs and expectations if you are to thrive. We want to make applying for a job feel as straightforward and easy to navigate as possible, so we have created some simple steps to follow when starting out on your search for a job.



Step 1: Find the right job for you

There are many online resources for job hunting which are a great place to start. Check out various job boards such as Indeed, Reed, LinkedIn and CharityJobs. Here you will find countless opportunities which will be regularly updated. You can also visit our dedicated recruitment hub, www.rareyouthrevolution.com/recruitmenthub where you can find signposting to some hand-picked recruitment agents who specialise in accessible opportunities. Job postings will contain full details of the role and how to apply. Information you should look for should include.

- A detailed description of the role
- The mandatory and desirable criteria required to apply for the position
- The duration of the contract. 3 months, permanent, part-or-full time etc.
- Details of any salary or whether the role is voluntary or commission based
- Whether it is a remote/homeworking or office-based position
- If there are any non-negotiable constraints within the role, such the location (e.g. an office-based position in London) or a requirement to travel as part of the role

Step 2: Check the criteria

Once you have found the position for you, you should check any mandatory criteria to make sure that you are eligible for the chosen role.

This may include:

- Minimum age
- Location
- Ability to travel
- Existing knowledge or skills
- Start date (consider educational or existing holiday commitments)

Remember! If you do not meet some of the desirable criteria, you may still be suitable for the role, but please check with the company before applying to avoid disappointment.

Step 3: Ask questions

Questions about the role you are keen to apply for are perfectly normal. First, make sure you re-read all the available information to ensure you haven't missed anything that would help you answer your own question. If you still need more information, you should contact the recruiting team to find out more.

Remember! First impressions really count, so whether you make contact via email or by phone, ensure you make a wonderful first impression.

Step 4: Time to apply

Once you have checked the criteria and had any questions answered, you are ready to apply! Check out our top tips over the page, for writing and editing your application to help it stand out from the crowd.

Top tips for writing a winning application

1. Make sure you check the **mandatory eligibility criteria** before you apply. You want to **specifically address these criteria** when you are writing your application statement. Your potential future employer needs to know **how and why you fit the role** they've advertised.
2. Research your chosen role. What are the **company's vision, values and ethics**? Showing interest in the wider organisation and specifying what has drawn you to this company and this role helps show your interest and commitment to the position.
3. Don't be afraid to **write in the first person** and **let your personality shine**. This is **your** application, and your prospective employer needs to know what **you** can bring to their organisation. Even when you are discussing teamwork skills, try to **pick out what you bring to a group** and how you help a team work well together.
4. Don't be afraid to acknowledge your disease/health conditions. Only share what you are comfortable sharing and what is relevant to the application. Depending on the role this might **show you have additional skills of value, such as compassion, resilience and empathy**.
5. Be **clear and concise**. Employers often have lots of applications to read so make their job as simple as possible by giving only the most **relevant information**. You want to give them enough so that they can see what you would contribute to the role and how you fit the criteria, without overdoing it. Think short paragraphs rather than one or two sentences, or an essay!
6. Sell your strong points. When trying to decide **what information is essential** to share, **give examples** from your education and/or prior work experience that **illustrate your strengths and skills** in relation to the mandatory criteria.
7. If you don't meet some of the desirable criteria, that's all right. It is often sensible to acknowledge this briefly in your application and **state your willingness to learn or undertake training** to meet these while in your role.
8. The ideal length of a **personal statement** is **one side of A4** divided into 3–6 paragraphs. Similarly, a **CV should fit onto one page**. Your entire application should ideally fit on **two sides of A4 in total**.

Top tips for editing

1. **Re-read** your application to **check for accuracy and typos** before you hit submit.
2. Ask **someone else to review** your application before you submit. Get them to look for **clarity of communication**, any outstanding **spelling and grammar mistakes**, and even **any additional relevant skills** of yours that you might have missed out!
3. Get your application in on time. Check both the **date and time** the application is due and make sure it is in **before or on the deadline**.
4. Downloading or using Word-based **CV templates** may help you organise your information. If you want to create your own layout, **keep the design simple**, use a **standard font** such as Times New Roman or Arial, use **bold for headers**, and stick to **black and white**. Clear and readable layouts with strong content have the most impact.

Now you're ready to go!

Complete your application and then hit SUBMIT.

Interviewing for success

Step 1: The review process

Once you have submitted your application, it will be reviewed internally by the company. This can be a nail biting wait, but you can **use your time wisely on continuing your search or preparing for a possible interview**. Once all applications have been considered, the employer will select candidates who have made it through to the interview stage, and you will be notified of your status. Sometimes employers receive countless applications, so they may also not have the time to respond to unsuccessful candidates. There is nothing wrong with you following up on an application if you haven't heard, so that you can ask for some feedback to help you with future applications, but do be patient. It is also important that you graciously receive any feedback and resist any temptation to challenge this. You may want to apply to them again in the future and confrontation like this is rarely viewed well.

Step 2: The interview

Successful applications: If you are selected to be interviewed for your chosen position, you will be offered a mutually convenient time for this to take place. Interviews may happen virtually or in person, depending on the position being applied for. It is your responsibility to make sure that you come to this interview prepared and on time. This is your time to shine, so make the most of your chance to secure that dream job. See overleaf for our top tips on successful interviewing. **Preparedness, punctuality and professionalism are key to success!** So come prepared, on time and dressed to impress. This shows that you are taking the opportunity seriously and value the time being taken to interview you. Be sure to discuss your accessibility needs ahead of your interview so that necessary arrangements can be made.

Unsuccessful applications: Not being selected to progress to interview can be disheartening. But this is just a normal part of job hunting. It doesn't necessarily mean there was anything wrong with your application, it could just mean that there were lots of really strong candidates to choose from. Stay motivated and focussed on expanding your search and keep submitting applications until you nail that job!

The value of internships

If lack of experience or relevant skills is holding you back there are proactive steps you can take to address this. Perhaps take an online course, or consider an internship. Internships can be a valuable step in your career; both voluntary and paid internships can give you workplace skills—a gateway into your dream job.

Step 3: Receiving your job offer

Once all candidates have been interviewed, the employer will notify you of the status of your application. Be prepared that sometimes, especially if there are lots of great candidates, there may be a second round of interviews, or even a follow up assessment, such as a personality screening test. These are all perfectly normal, and nothing to be intimidated by.

- **Successful interview:** If you have been successful and the company wishes to hire you typically you will be issued with a formal offer letter and contract, which will set out the terms and conditions of your employment. All that remains now is for you to review your offer, seek any clarifications on any points that aren't clear to you, **confirm your acceptance and agree a start date!**
- **Unsuccessful interview:** If you have not been chosen for the role of this occasion don't be discouraged—competition for places is strong, so this isn't a reflection on your value. We encourage you to **keep looking for the opportunity you have been waiting for!**

Top tips for interviewing for success

1. Dress for success. **Smart, clean, tidy attire** helps make a good first impression. Wearing something in your favourite colour (e.g. a shirt/top, tie or even hairgrip) can help you feel like yourself if formal dress isn't something you often wear, and it's okay to show a bit of your personality too, as long as you appear professional.
2. **Arrive on time**. Allow time for transport to be late and to find the building and the room if you are travelling, or time for computer and connection issues if meeting virtually. Punctuality is important.
3. Create a professional environment for virtual interviews, make sure you **have a suitable background** set up when your camera is on. To maintain a professional appearance and for safety reasons, it's best not to show the inside of your home. Try to **minimise any background noise and avoid any disruption**.
4. Do **background research** on the company you want to work for. Even if you did this for your application, it is important to refresh your memory and think about how you, in your chosen role, can contribute to the company culture, vision and values. Employers are more likely to be impressed if you can **show you are already interested** in what they do and how you will fit in.
5. **Research common interview questions** to prepare yourself for the sort of things that you might be asked. Every interview is different, and you may not be asked the specific questions you've researched, but knowing what kinds of things often appear will help you think about how to talk about your skills and experience in different scenarios. Try not to get anxious about possible 'trick' questions—these are rarely used by reputable companies and, even if you do get one, it's likely to be asked to show how you think about an unexpected problem, so **stay calm** and take your time with your answer. If you don't know, be honest—never try and blag!
6. Make a **list of examples** of situations and scenarios in your educational or previous work experience that you didn't use in your application to use in your interview to show off your skills and knowledge. You want to build on what you've said before, not restate what you've already said. Think particularly about **how your skills might help the company**. If you have a passion for a certain area of work, let them know and apply it to their company; for example, if you love social media, explain how you could make theirs take off, and show your passion.
7. **Listen carefully** to the questions that are asked, make sure you know what they're looking for, and don't rush. Take a deep breath, give yourself a moment to think, and then reply.
8. Be prepared to **ask questions** too. You will often be given an opportunity at the end of an interview to ask questions of your interviewers so you can make sure the company is the right fit for you. There are examples of sensible questions to ask online, so do a little research as well as thinking about anything outstanding that you would like to know about what the role and how you might best succeed if you get the position.
9. **Be yourself and believe in yourself!** You are your best asset, **sell your strong points**, and don't be afraid to admit your weaknesses, but let them know you are **willing to learn** and will always **ask for help** if you don't know the answer!

What to expect: joining the world of work

Step 1: Preparing for the big day

Ahead of your start date, make sure that you have all the information you need to make your first day a great one! Some key things to think about are:

- Do you know where your new office is and how to get there?
- What dates and days you are expected to work?
- What times do you start and finish, and do you have set breaks?
- Do you know what the dress code is?
- Who is your line manager and/or mentor? Do you have their names and contact information so that you can ask for help if you need to?
- Does your new employer know about any reasonable adjustments related to any of your health conditions that they need to make to help you do your job, and are these in place?
- If you're working virtually, do you have the right technology and know how to use it?
- Do you need to bring any equipment, money for food and drink, or a packed lunch? A note-taking device is always essential!

Step 2: Your first day

- Arrive on time and dress appropriately for your role
- Report to reception or your named contact as advised by your employer
- Bring and use a note-taking device, e.g. a notebook and pen, or a device with a notetaking or dictation app, so that you can jot down things you are told during your induction. You might not remember everything, so it helps to have notes to look at afterwards
- Starting a new job can be overwhelming at first, so stay calm, get to know people, and try to enjoy yourself. Remember, the company has chosen you for this role because they like what you have to offer and they value what you can bring to their business. Your new team are there to support you.

Step 3: Induction

Your first day and week will involve a staff induction and orientation to meet key team members, visit important locations and understand how your role fits into the wider organisational structure and activities. This will be your time to find out more about what your job will look like on a day-to-day basis and the company's expectations of you, so keep on asking questions!

Step 4: Enjoy your new job!

Whether it is a short-term voluntary internship or a full-time paid job, what you get out of the experience is dependent on what you put in. In a highly competitive labour market, finding the right job can be hard, so we encourage you to make the most of it and immerse yourself fully into the experience

This is your time to show the world what you are made of and illuminate your own personal RARE talent!

Top tips for success in your new career

1. **Be prepared** for your work. Make sure you **have your tasks clear**, either on paper or in your head, so you don't get overwhelmed if there are lots of different things going on at once. Write a list or have a weekly planner so that you know **what you are doing each day**. Speak to your line manager or mentor if you are not sure **which tasks are highest priority** and should be done first.
2. Give as much **notice to your employer** as possible when **requesting time off** for appointments. If your condition means you have regular check-ups or can sometimes feel too unwell to work without warning, make sure they are aware from day one and you know who to report this to.
3. **Be honest** about the things you need to be the best you. If you need **special software or equipment** to flourish in your role and have your needs met, ensure you put in a request.
4. **Be brave**, starting a new role can be scary, especially if you have a rare condition or disability. Sometimes managing everyday life can be tricky, so add a new job into the mix and it can become a lot! Make sure you **look after yourself** and set yourself up to succeed.
5. **Ask for help**. If you are stuck or struggling with a task, don't waste your time worrying or trying to do it without really understanding the goal. **Ask for advice and guidance** from your line manager, mentor or a colleague if you need it.
6. **Take a break**. Working from home is different to working in an office; you don't get the little breaks that come naturally—going to the coffee machine or chatting to someone across the room doesn't happen. So make sure you create your own break, in line with your company policy, to get away from the screen glare and get some head space.
7. **Be confident**. Everyone is nervous when they start something new. Trust your abilities and when in doubt; ask for help. You will soon be in your stride.
8. **Show your passion**. If you care about a certain topic or way of working, show this through your work. Put **maximum effort** into your tasks (this may look different every day!). Be creative and **put your ideas forward** when asked. **Don't be afraid of constructive criticism** — it is good business and will help you to develop your professional talents.

Your responsibilities and obligations as an employee

Now that you have a good understanding of finding and applying for your next step on the career ladder, here is some further guidance on your responsibilities and obligations to help you feel prepared and set you up for success in your chosen field.

Communication is key

Good communication is vital to make a good impression, but also throughout all stages of your employment. Rightly, employers will expect you to exercise timely, clear and professional communication in all areas of your worklife. This includes the following:

- In-person communication
- Communication via virtual platforms, such as Zoom/Teams, etc.
- Posts on social media channels
- Written emails or online chat systems

Company structure and line of communication, e.g. line manager, human resources

It is important that you take the time to get to know the company structure and any reporting or management chains of communication so that you can be respectful of these in your day-to-day duties. It is also important in the event of you needing to raise an enquiry and communicate with other departments, for example, if seeking help from human resources, etc.

Make sure you are familiar with the following:

- Who is your point of contact/line manager?
- Who should you raise any issues with?
- Who is the designated first aider or data protection officer (where appropriate)?

Contact with your employer

It is important that you maintain regular contact with your employer which is particularly important in virtual/remote positions. This includes, reporting any absence as early as possible and via the correct channels. For example, don't send a text to say you are ill, if, as in most companies you are required to make a telephone call to your line manager or human resources manager instead.

Emergency contact

In the world of rare diseases, health emergencies can occur at any time. Make sure that your company have up to date contact details for your next-of-kin and doctor in case you are taken ill at work. Conversely, make your partner or family have the contact details for your work in case they need to report illness on your behalf.

Confidentiality and non-disclosure

When you join a company, you may become privy to sensitive information about the organisation and your job. This may be commercially sensitive or personally confidential, and it is your responsibility to ensure that you respect the privacy of your organisation. All companies will have relevant internal policies and wider regulatory guidance to tell you how to behave and what not to do with confidential information. You should take the time to familiarise yourself with the company policies and make sure you adhere to them at all times during your placement and after leaving the company. If you have any questions these should be directed to your line manager for clarity.

GDPR and data protection (statement to be added)

In pursuit of your role, you will be obliged to comply with all statutory regulations relating to GDPR and data protection. The terminology may differ depending on the region you are working in, but you should ensure that your employer provides you with all procedures and supporting policies so that you can familiarise yourself with these requirements.

Email etiquette

When emailing colleagues within your new organisation and any contacts you may have to communicate with outside the company, you will need to use the appropriate language and conduct at all times. Each company will have their own internal protocol with regard to email conduct, which it is important that you read and follow.

However, a basic guide is as follows:

- Address your emails formally, e.g. 'Dear [named contact]'
- Avoid any slang, rude or colloquial words, and emotions
- Be specific about who you are, why you are contacting the person, and what you would like them to do and in what time frame
- Say 'please' and 'thank you'
- Sign off using appropriate salutations, such as 'Best wishes', 'With regards' or 'Yours sincerely'
- Colleagues may allow you to be more informal, but do not assume. Follow their lead in how to address and communicate with them.

Social media usage guidelines

Your employer will have guidelines set out on the use of your phone and social media during working hours. These must be adhered to, to ensure that you are not being distracted or wasting time during your working hours.

For many organisations, social media channels are the public face of the company. Whether you are asked to promote the company via their own channels or whether you are simply talking about your job on your own accounts, remember that you are seen to be representing your organisation and its associates at all times online. Conduct yourself according to the confidentiality policies and make sure you would be happy for your employer to read anything that you post. Some companies may check your social media accounts before hiring, so think carefully about how you are presenting yourself online.



Workplace etiquette and conduct

Meeting commitments and obligations

While undertaking your role, you will likely be required to participate in both internal and external company meetings. It is your responsibility to ensure that you arrive at these meetings on time and appropriately dressed, and that you conduct yourself in a professional manner. Furthermore, it is part of your job to actively participate in meetings where appropriate. This is your chance to bring your ideas and thoughts to the table and to show what a valued member of the team you can be, so don't sit back and hide — dive in and get involved. From a practical point of view, please ensure that when joining meetings virtually, you have an appropriate and clutter-free virtual background (no unmade bed or rude posters in the background please!), and ensure that background noise is eliminated to be respectful of the other participants (no TV, music or barking dogs).

Dress code, presenting yourself and representing the company

How we present ourselves to the outside world says a lot about who we are. Presenting yourself as a respectable professional is critical when representing an organisation. In your position, you will be representing both yourself and your employer, so it is important to dress appropriately. Make sure you know what the corporate dress code is during working hours, and ensure that you are in compliance with this when you are at work. If for any reason you are unable to comply with certain rules, for instance, you need a certain type of footwear that is usually discouraged in order to manage your medical condition, then speak to your employer about your needs.

Training

It may be necessary for you to take part in workplace training to support you in your role. This may be internal training or third-party training. When companies provide training, they are making a financial commitment to your career development, so you should engage fully with this process. It is often possible to list additional training that you have done as part of a role on your CV, so it is not only helpful for your new job but for your future job opportunities too. Ensure that you arrive on time to all arranged training sessions and that you complete all pre- and post-training work as requested. If you have any accessibility needs in order to successfully engage with training, for instance, screen-reader software, captions or hearing loops, please make sure your organisation and trainer know about this in good time.

Health and safety, and fire safety

While in employment you will need to familiarise yourself with and abide by the company's health and safety policy. You may need to undertake some face-to-face or online training to prove that you have understood the requirements of the health and safety code, and the regulations related to fire safety.

If you require any specific adjustments to be made to help you exit the building in the event of a fire, please make your line manager and any designated fire safety representative aware as soon as possible after you start your role. It is also appropriate to raise any concerns you have about your own health and safety within the organisation that the current policy does not cover or that you feel are not being addressed by the company itself. Your first port of call should be your line manager or health and safety representative.

Staying safe and supported in your role

It is of paramount importance that you feel safe in your place of work in order to thrive professionally and maximise all opportunities for career development. Here is some guidance to help you feel safe and supported in the new position.

Discussing your needs and ensuring necessary measures are in place

In order that you can thrive in your new role, it is important that you are clear and honest about any limitations you may have or reasonable adjustments you may need, whether these are to support your physical or mental health. By talking openly to your employer, you will help them to make sure that your needs are adequately and consistently met during your employment with them. It also allows them to bring in an beneficial workplace training for your colleagues to help them support you better in the workplace.

It is important to find out who within the organisation is responsible for making any reasonable adjustments that who your point of contact is to discuss any emerging issues. Rare diseases can be dynamic, and your needs may change over time so open, transparent and ongoing dialogue is vital on your part.

How and who to ask for guidance

Any good company will be only too willing to provide you with support and guidance. You may also be able to benefit from internal support depending on the organisational structure, such as from internal counsellors or mentors. You can enquire about this with your line manager or human resources.



What if I am uncomfortable speaking with my employer about my needs?

If you are uncomfortable speaking to your employer about reasonable adjustments or because your needs are not being met, you can contact your health navigator (if applicable) or seek guidance from a trusted colleague or third party mediator who can help you approach these difficult conversations.

Managing expectations

We know that sometimes things happen that mean we cannot always do our job to the best of our ability. This is especially true when working as a professional with complex health needs. As such, it is important that you **communicate any changes in your working capacity to your employer as soon as possible and keep a dialogue open**.

You should also **follow your company's internal policy** for reporting sickness or requesting additional reasonable adjustments to enable you, as an employee, to look after your health whilst doing your job. Make sure you are familiar with your company policy.

As a general guide, here is some advice on what to do when you encounter difficulties:

- If you cannot attend work due to ill health, you are required to **notify your line manager** at the earliest opportunity. You should make contact by email or by phone, unless otherwise advised. It is preferable to do this on your own behalf, but if it is unavoidable, a parent, partner or other named next of kin may do it for you
- If you cannot attend due to a planned or urgent medical appointment, you should **notify your line manager** as far as possible in advance of the appointment so that they can plan to cover for your absence or help you to reschedule your commitments

Managing workload based on ability

If you feel that the workload you have been assigned is too much, based on your physical or mental limitations, you **should speak with your line manager** so that your workload can be adjusted to reflect your needs.

Open dialogue is the best way to manage this with your employer. It is important to recognise that for the benefit of company and job security your employer has responsibility to maintain service levels operationally, so you should give them as much notice as possible regarding workload issues to help them manage accordingly.

Working with a personal assistant

Many within the rare disease community benefit from the support of a personal assistant to provide valuable help in their day-to-day lives. The following provides some guidance on how personal assistants might be used to support you in your employment.

Proper use of a personal assistant

If you require a personal assistant, it will be important that they are not misused in pursuit of your job function. The personal assistant will be there to facilitate you doing your job. They should not be performing any of your duties for you, and they are not to be misused by your employer as an extra employee, i.e. performing tasks unrelated to you or your direct work. You should declare within your initial application and or interview if you anticipate the need for your personal assistant to be present during your working hours.

Non-disclosure for the personal assistant

Like yourself, your personal assistant will need to know what information can and cannot be shared outside the company to be sure that no confidential information is leaked. As such, a personal assistant who will be with you during working hours will be required to sign a non-disclosure agreement.

Keeping safe in the workplace

Safeguarding is a term used to refer to the responsibility of the organisation to keep you safe and protected during your time with them. It is often linked to the company's health and safety policies, but it is also a legal requirement. It is important to know that you also have personal responsibility for your own safety and that of others around you.

The obligations and responsibilities of your organisation may differ depending on the nature of your role, so please ensure that you are aware of and have a copy of your organisation's safeguarding policy, which you should familiarise yourself with when joining.

If you are under 18 years old, you may also find it helpful to review the UK's legal requirements that all organisations must adhere to when working with young people. www.hse.gov.uk/youngpeople/law/index.htm. Those who are over 18 years old should review the guidance here: www.hse.gov.uk/pubns/indg450.htm



Taking care of your mental health

We know that new experiences and situations can feel overwhelming, so taking care of your mental well-being is paramount during this process.

If you feel you need to talk to someone—reach out.

You might also find the following links useful:

- NHS: www.nhs.uk/mental-health
- MIND: www.mind.org.uk/information-support
- Hub of Hope: <https://hubofhope.co.uk>

Diversity, equality, and inclusion

Diversity, equity and inclusion is an important consideration for employers, through every aspect of their governance, staffing and service provision. Sometimes it can mean conversations of a sensitive nature. In order to avoid any misunderstanding you may wish to share certain information with your employers to help them make you feel included:

- Your preferred name
- Your preferred pronouns
- Your ethnicity (e.g. British Indian, African American, etc).
- Your religion
- Your disability needs

You are **not legally required to disclose any of the above**, nor are you required to disclose your gender, sexual orientation, marital status, or a pregnancy. Under UK employment law, there are **eight protected characteristics** that must not be discriminated against within the workplace. These are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex and sexual orientation

You can read more about protected characteristics and UK legal requirements here:

www.equalityhumanrights.com/en/equality-act/protected-characteristics

You can read real employment journey stories
from the RARE Youth community here:
[www.rareyouthrevolution.com/all-news/
categories/the-world-of-work](http://www.rareyouthrevolution.com/all-news/categories/the-world-of-work)

If you would like to share your recruitment story or insights
we would love to hear from you. Email our team now:
hello@rareyouthrevolution.com

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