

Interview Accommodation Checklist

Levyl is committed to providing an inclusive and supportive search experience for all applicants. Please complete the following checklist to help us understand any accommodations you may need during the application and interview process.

Your comfort and accessibility are our priorities.

Once we receive your completed form, we'll reach out to discuss your preferences and ensure a personalised approach to your job search. Rest assured, we will confirm with you prior to sharing any personal information with a potential employer.

Personal Information

Legal Name:

Preferred Name (Optional):

Pronouns (Optional):

Email address:

Phone number:

The following list is not exhaustive. It includes a variety of different accommodations, however, may not cover everything that you need. Please select the options that apply to you, and if there's anything else you'd like to discuss, feel free to let us know.

Please tick the options that apply to you:

Interview Environment

- ☐ I require the interview venue to be physically accessible, including ramps, elevators, accessible parking and accessible restrooms.
- ☐ I require the interview to be conducted in a quiet, distraction-free space.
- ☐ I require a remote interview option.
- ☐ I require a support person to attend the interview with me.
- ☐ I require breaks to be scheduled during longer interviews.

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- ☐ I require access to gender-neutral bathrooms at the interview venue.
- ☐ I require allergy accommodations (e.g., fragrance-free environment).
- ☐ I require adjustments to the lighting (e.g., avoiding harsh white lighting) due to sensitivities.

Communication and Accessibility

- ☐ I require communications to be conducted via email rather than phone.
- ☐ I require interview questions to be provided in writing and ahead of time.
- ☐ I require written instructions or materials to be provided in large print.
- ☐ I require the use of text-to-speech and/or speech-to-text software.
- ☐ I require the use of assistive technology during the interview.
- ☐ I require a notification before a phone call.
- ☐ I require interview questions to use clear language and ask that figures of speech and slang be avoided.
- ☐ I require additional time to process and respond to questions.

Additional Requests

A note from us to you

The information you provide in this form will be kept confidential and used solely to ensure your needs are met during the application and interview process. This information may be tendered to a prospective new employer with your written consent.

We thank you for your time, and welcome your feedback on how we can better create a more inclusive and supportive job search experience for all candidates.

Kind regards,
Team Levyl