

AFTRS Candidate Accessibility Pack

Purpose

AFTRS is committed to providing a transparent, inclusive, and accessible recruitment process for all candidates. This Candidate Accessibility Pack explains how accessibility and reasonable adjustments are supported across each stage of the recruitment process, including application, shortlisting, interview, and pre-employment checks.

The pack outlines available interview formats, access features at AFTRS, known access considerations, and options for requesting adjustments. Its purpose is to ensure candidates understand what to expect, feel supported in requesting adjustments, and are able to participate equitably and fully demonstrate their skills, experience, and capabilities throughout the recruitment process.

Contact Information

Please contact the HR team with any queries regarding the recruitment process, accessibility or reasonable adjustments.

E: HR@aftrs.edu.au | P: (02) 9805 6610

AFTRS, Building 130, The Entertainment Quarter
Moore Park NSW 2021

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Requesting Accessibility Adjustments

Candidates may request accessibility or reasonable adjustments at any stage of the recruitment process by contacting HR.

E: HR@aftrs.edu.au

P: (02) 9805 6610

Privacy

AFTRS is committed to protecting the privacy of its employees in all areas, but particularly in the collection, security, use and disclosure of their personal information.

AFTRS adheres to the Privacy Act which sets out the standards, rights and obligations in relation to handling, holding, accessing and correcting personal information and prohibits the disclosure of personal information subject to a limited number of exemptions. You can find more information on our website: [Privacy](#)

Information shared with HR regarding accessibility requirements or reasonable adjustments is handled confidentially and used only for the purpose of supporting equitable participation in the recruitment process. **Requests for reasonable will not disadvantage your application.**

Recruitment Process

AFTRS aims to provide a transparent, consistent and fair recruitment process for all candidates. The information below outlines the typical stages of recruitment so candidates understand what to expect.

1. Application Stage

Candidates are required to submit an application through the [AFTRS Jobs Portal](#). Applications typically include:

- Screening questions
- A curriculum vitae (CV)
- A cover letter

Accessibility during the Application Stage

AFTRS recognises that the standard application process may present barriers for some candidates. We are committed to ensuring that all applicants are able to participate in the recruitment process equitably and to demonstrate their skills, experience and capabilities.

Accessibility adjustments during the application stage may be appropriate where the standard online application process creates barriers to participation. This may include, but is not limited to, barriers related to disability, health conditions, neurodivergence, injury, temporary impairment, assistive technology compatibility, limited digital access, or other personal circumstances.

Where a candidate is unable to complete the application through the AFTRS Jobs Portal, alternative submission methods may be available as a reasonable adjustment. These may include, but are not limited to:

- Submission of application materials in an alternative format (e.g. Word document or PDF).
- Adjusted methods for responding to screening questions (e.g. Providing responses verbally via phone or video call).

- Support with uploading documents or completing required fields (e.g. Assistance from HR to upload documents on a candidate's behalf where technical or accessibility barriers exist).
- Additional time to complete and submit an application.

AFTRS will work with candidates on a case-by-case basis to identify appropriate adjustments that support fair and accessible participation, while maintaining the integrity of the recruitment process.

2. Shortlisting

Applications are reviewed against the selection criteria for the role. Shortlisted candidates are invited to participate in the interview process.

3. Interview Process

Depending on the position, the interview process may involve one or two rounds.

Standard first-round interviews involve candidates responding to a set of interview questions. These questions are generally provided to candidates in advance.

For some roles, a second-round interview may be required. This may include additional components such as:

- Practical tasks or exercises
- Presentations
- Further interview questions

Details of any additional components are communicated to candidates ahead of the interview.

Information on interview accessibility is found [below](#).

4. Pre-Employment Checks

Pre-employment checks are conducted prior to a contract offer. These include:

- Verifying the candidate's right to work in Australia
- Other role-specific checks (e.g. Police Check)
- Reference checks

Interview Accessibility

To enable accessible recruitment processes, AFTRS provides candidates with several accessible interview arrangements, including over Zoom, Microsoft Teams, On-site, or over the phone, and can adjust interview format or timing to suit candidate needs.

Zoom

AFTRS standard interview location is online via Zoom.

Zoom offers a range of features designed to enhance accessibility, ensuring full participation candidates with diverse needs. A guide to these accessibility features can be found on the Zoom support website: [Meetings Accessibility and Language](#)

Key accessibility features

Closed Captioning

Zoom provides closed captioning for meetings, offering valuable assistance to individuals with hearing impairment. The captioning option allows for both automated captioning and manual captioning by a live captioner, catering to various preferences. Additionally, users have the flexibility to adjust the size of the closed captioning text for improved readability.

Display Settings

Zoom offers the capability to modify chat and caption font sizes for individuals with visual impairments, accessible through client Accessibility settings.

- [Guide to adjusting chat and caption font size](#)

Keyboard Shortcuts

Keyboard shortcuts in Zoom enable navigation through settings without relying on a mouse, providing increased accessibility for individuals with motor disabilities.

- [Guide to viewing and editing keyboard shortcuts](#)

Dark Mode

The dark mode feature alters Zoom's interface background to black, offering assistance to users with visual impairments or sensitivity to bright light.

- [Guide to switching to dark mode](#)

Microsoft Teams

Should Zoom's accessibility features not meet your needs, Microsoft Teams offers an alternative online option for interviews.

Teams also offers a range of accessibility to ensure full participation of candidates with diverse needs. These include accessibility features for vision, hearing, interaction, screen reader tools, focus tools and further customisation. A guide to these accessibility features can be found on the Microsoft website: [Accessibility Tools for Microsoft Teams](#)

Please contact HR at HR@aftrs.edu.au or call the team on 02 9805 6610 to arrange Microsoft Teams as an alternative interview option.

On-Site

AFTRS recognises that attending an interview on campus may be a reasonable adjustment for some candidates. Where a virtual interview does not meet a candidate's accessibility needs, AFTRS is committed to offering on-site interviews where practicable. We will work with candidates to understand their access requirements and to put appropriate supports in place to ensure a safe, respectful, and equitable interview experience.

Address

Building 130, The Entertainment Quarter
Moore Park NSW 2021

Entry via Errol Flynn Boulevard

Map: <https://maps.app.goo.gl/RVqUpdUfUHsH2uZc8>

Getting to AFTRS

Via Public transport: [Moore Park light rail station](#) (L2/L3 lines), approximately a 10-minute walk.

Via Car: We provide dedicated accessible parking spots available at the rear of our building. We will arrange this in advance with our Security team. To access the parking, enter Park Rd S from Errol Flynn Blvd and turn left at the end of Suttor Ave.

Building Access Features

AFTRS has a range of accessible facilities, including:

- Level access on the ground floor and Level 1
- Lift access to all levels
- Touchless security doors
- Accessible toilets on all floors
- Hearing loop available in the Theatre
- Quiet Room available
- Assistance animals and carers/support persons welcome

Interview Room Access

- Interview rooms are held in rooms with step-free access.
- Lift access is available if the room is located above ground level.
- Seating can be arranged to support mobility, comfort or sensory needs.
- Additional adjustments (e.g. Alternative room, lighting changes) can be discussed on request.

Known Access Considerations and Barriers

- Some external paths within the Entertainment Quarter involve longer walking distances.
- Accessible parking near the building is limited and must be arranged in advance.

Please contact HR at HR@aftrs.edu.au or call the team on 02 9805 6610 to arrange in-person interview as an alternative interview option.

Phone Interview

AFTRS recognises that a phone interview may be a reasonable adjustment for some candidates. A phone interview may be appropriate where video or on-site interviews present barriers to participation, such as challenges related to internet connectivity, technology access, disability, health conditions, sensory processing, fatigue, anxiety, or caring responsibilities.

Where a phone interview would better support equitable participation, AFTRS is committed to offering this option where practicable. We will work with candidates to understand their individual needs and ensure the interview format enables them to fully demonstrate their skills, experience and capabilities in a respectful and supportive way.

Please contact HR at HR@aftrs.edu.au or call the team on 02 9805 6610 to arrange in-person interview as an alternative interview option.

Adjusted Interview Formats or Timing as a Reasonable Adjustment

AFTRS recognises that adjustments to interview format or timing may be a reasonable adjustment for some candidates. Adjusted formats or timing may be appropriate where standard interview arrangements create barriers to participation, including due to disability, health conditions, neurodivergence, fatigue, caring responsibilities, sensory needs, religious or cultural considerations, or the impact of anxiety or stress.

Adjustments may include, but are not limited to allowing additional time to respond, incorporating rest breaks, modifying the structure or length of the interview, adjusting lighting or sensory elements, or scheduling interviews at a time that better supports a candidate's participation.

Where an adjusted interview format or timing would better support equitable participation, AFTRS is committed to working with candidates to implement reasonable and appropriate adjustments. Our aim is to ensure all candidates are able to fully demonstrate their skills, experience and capabilities in a respectful, supportive, and inclusive environment.

Candidates who wish to discuss adjusted interview formats or timing are encouraged to contact HR at HR@aftrs.edu.au or call the team on 02 9805 6610 to explore available options.

Further Accessibility Information

Further information accessibility at AFTRS can be found on our website: <https://www.aftrs.edu.au/about/our-campus/accessibility/>