

Applicant Accessibility Guide

A careers-page resource for anyone applying for a role with the Representative for Children and Youth.

We are committed to an accessible and inclusive hiring process. This guide explains the support available to you when you apply, how to ask for it, and how to prepare your application materials. If anything here is difficult to read or use, we are glad to help.

Asking for accommodation

You can ask for accommodation at any stage of the process, when you apply, when you complete a written assessment, or when you interview. To make a request, contact Sophie Langlois at Sophie.Langlois@rcybc.ca or 236-478-3870. Requests are confidential and will not affect the assessment of your application. We can also provide this guide, any posting and the application materials in alternate formats on request.

We encourage everyone, including those who are still deciding whether to apply, to reach out with any requests, questions or concerns about accessibility. If you would like clarity on the kinds of requests we can accommodate, please contact Sophie Langlois.

Examples of accommodations we have provided

The list below is not exhaustive. It gives a sense of what we have arranged in the past:

- accepted and provided documents in alternate formats
- allowed extra time for written assignments
- provided interview questions in advance and allowed candidates to bring notes into interviews
- supported candidates who work with assistive technology.

We remain committed to addressing and accommodating requests to the best of our ability.

Preparing accessible application materials

Some members of our hiring panel use assistive technology to read applications. The following guidance helps us review your materials, and we are glad to help if any of it is difficult for you:

- submit your resume and questionnaire in an accessible format such as Word or a tagged PDF
- use a sans serif font such as Arial, BC Sans or Lucida, at a minimum of 12 point, in black on a white background
- if you are able, run the built-in accessibility checker and aim for "No issues found."

To learn more, see the [BC Public Service Accessibility and Inclusion Toolkit](#) or Microsoft's guide to making Word documents accessible.

We are here to help

Whatever you need to take part fully and fairly in our hiring process, please ask. We will work with you to make it happen.