

## Guide for Applicants with Disabilities at the UFZ

### Your application at the UFZ: Breaking down barriers together

Welcome to the UFZ!

Thank you for your application. We are very pleased about your interest in working with us. Accessibility is an important goal in all areas of the UFZ that still needs to be achieved. In line with the motto "Not without us about us", we warmly invite you to join us on this journey.

Below you will find some information to help ensure that your application process runs smoothly. Any comments on additions or changes are always welcome. We look forward to your feedback.

### Breaking down barriers: in the use and registration of e-recruiting

- **Applications via our e-recruiting are made via the link provided in the job advertisement:** Please note that for data protection reasons, we only accept applications via the link provided in the job advertisements. If you encounter any barriers in the use or registration of e-recruiting, [Nicole Kloß](#) is available as a person of contact.
- **Unsolicited applications and internships** can be completed in the scientific and administrative departments. Availability depends on the free capacities and ongoing projects in the respective departments and is determined individually by the supervisors. If you are interested in working at the UFZ, you will find detailed information and contact details for the respective subject areas [here](#).
- **Questions about job postings:** If you have any questions about the advertised positions, the contact persons named in the job postings will be happy to help.
- **For personal insights** and further information about working at the UFZ, please contact the [disability officer](#) or [inclusion officer](#).

### Breaking down barriers: by making disabilities visible and disclosing them when applying

- We would like to invite you to indicate a disability during the e-recruiting process or to inform us afterwards. Our goal is to attract people with disabilities to the UFZ and to enable them to work well, so we appreciate your openness. Help us to make possible barriers visible so that we can eliminate them. In addition, the [advocacy group for people with disabilities](#) can accompany you through the application process and provide support if needed.
- **Compensation:** We would like to take this opportunity to point out possible compensation that you can claim by providing this information. Persons whose degree of disability is at least 50% are considered severely disabled. According to § 125 of the German Social Security Code IX, employees with severe disabilities are entitled to five additional paid vacation days per year.
- **Further option for extending fixed-term employment contracts:** Since the law was amended on March 17, 2016, scientists with a disability or severe chronic illness have

the option of extending a fixed-term employment contract by two additional years beyond the permissible fixed-term period.

### **Breaking barriers: for an optimal job interview**

- Please let us know if you require any support during your application process. This could be, for example, specific equipment for an interview. We would like to create the best possible conditions for your interview.

### **Breaking barriers: for questions or concerns about the application process**

- Do you want to learn more about how inclusion is implemented at the UFZ? Do you have any questions or concerns? The contact person for [inclusion](#) and the [representative for severely disabled employees](#) are available to help you here.

### **Breaking barriers: support in the event of unequal treatment in the application process**

- If you feel you have been treated unequally in the application process, you can contact the [anti-discrimination officer](#).

### **Breaking barriers: how to find us**

Special notes on accessibility, flexibility, connections to public transport and corporate culture:

- **Accessibility:** In terms of architectural accessibility, we still have some barriers to break. There are elevators in buildings to ensure that people with different needs and mobility restrictions have access to the areas. However, some buildings – such as the canteen – are not barrier-free. Again, we want to learn and break down barriers, so please let us know about any mobility barriers you may face.
- **Flexibility in working conditions:** We offer flexible working hours and working models to meet the individual needs of employees with disabilities. This includes, for example, adjustments for medical appointments or additional organizational work in dealing with government agencies and the like.
- **Public transport connections:** The UFZ is well connected to public transport, facilitated by an excellent location near important bus and tram stops. Furthermore, there are parking spaces and covered bicycle racks on the premises.
- **Inclusion at the UFZ:** The UFZ is committed to inclusion: our goal is an open and supportive environment for everyone. We promote the diversity of talents and experiences in order to work together on an inclusive future. The [Inclusion Action Plan](#) supports us on our way to becoming a more inclusive research institution. Join us on this journey!

Do you have any questions or comments? Then please feel free to contact us. We are happy to help.

We would like to encourage you to apply, even if you do not think you fully meet all the requirements in the job advertisement. Become part of the UFZ – because together the path and our goal of breaking barriers is easier.