



REQUEST FOR REASONABLE ACCOMMODATION APPLICATION

INSTRUCTIONS: Complete Section I and II and submit this form to the Department’s staff supervising the applications process. Current employees should complete Section I and II and submit this form to their immediate supervisors. Supervisors receiving requests for reasonable accommodation should complete Section IV. Return one copy of the completed form to the applicant or employee requesting the accommodation, and immediately forward a second copy of the form to the Department’s Disability Rights Coordinator (DRC). The DRC should complete and update Section V as appropriate. Department supervisory personnel and/or DRC shall assist in completing this form where requested.

Section I: This section should be completed by applicants and current employees.

Name: _____

Address: _____

Social Security #: _____ Shift: _____

Office Telephone #: _____ Home Telephone #: _____

Accommodation Requested (attach additional sheets and supporting documentation as appropriate).

Section II: Complete this section only if you are an employee (*even if you are currently on leave*).

Position/Title: _____

Unit/Division: _____

Work Location: _____

Supervisor: _____



Section III: Complete this section *only if you are a job applicant.*

Position/Title Sought: _____

Job Vacancy Notice Number: _____

Unit/Division: _____

Work Location: _____

Part of Hiring Process for Which an Accommodation is Required (e.g., application, examination, interview): _____

Agency Contact Person: _____

Date of Examination/Interview: _____

Section IV: To be completed by agency staff supervising the employment application process or supervising the employee requesting a reasonable accommodation.

Name of Supervisor: _____

Title: _____

Unit: _____ Shift: _____

Work Location: _____

Office Telephone #: _____ Date Received: _____

Signature of Supervisor: _____

After completing this section, supervisors must return a copy of this form to the applicant or employee, immediately send a copy to the agency DRC, and take further action as is required by the Reasonable Accommodation Policy and Procedure.



