

Reasonable Accommodation Request for Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer can respond to questions about the accommodation process.

Name: _____ Interviewing Agency: _____

Home Address: _____

Telephone: _____ Functional Limitations: _____

Type of Accommodation Needed

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Site
- Re-formatting of Examinations for Learning Disabled Applicant
- Examination Markers for Applicants with Limited Manual Dexterity
- Other (indicate type of accommodation needed) _____

Narrative Explanation

Describe how your functional limitation interferes with a portion of the preemployment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary). _____

Applicant's Signature: _____ Date: _____

Agency Action

Interviewing Officer's Determination Grant Deny

Remarks (If denied, provide explanation) _____

Final Agency Approval

Signature: _____ Date: _____

Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer can provide additional information about the accommodation process within the Agency.

Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer will complete accommodation request forms in the matter for purposes of processing and documenting the request
2. Applicants shall submit accommodation requests to the interviewing Program Director. The interviewing Program Director should provide a copy of the form to the EEO/AA Officer. In cases where the EEO/AA Officer completes the form for the applicant with a disability, the EEO/AA Officer shall submit completed forms to the interviewing Program Director and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing Program Director.
4. If the EEO/AA Officer and COO must be consulted for the accommodation to be provided, they will determine whether the agency will grant the request.
5. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or external complaint with the Illinois Department of Human Rights within 300 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days.