**SAMPLE REASONABLE ACCOMMODATION REQUEST FORM**

**FOR THE HIRING PROCESS**

***Note:*** *This form should be customized each time it is used. Sometimes, both the disability and the type of accommodation required will be obvious, in which case there may be little or no need to request additional information. Do not ask for information you already have or do not need.*

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| **A. Questions to clarify accommodation request.** |
| Are you requesting a specific accommodation/adjustment? If so, what? |
| If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?  | Yes 🞎 | No 🞎 |
| If *yes*, please explain. |
| **B. Questions to document the reason for accommodation request.** |
| What about the hiring process will be problematic for you? (e.g., completing the application, taking a pre-employment test, communicating during an interview, accessing the facility) |
| What limitation is interfering with your ability to participate in the hiring process? |
| **C. Other.** |
| Please provide any additional information that might be useful in processing your accommodation request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature DateReturn this form to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

\*Note: requests for reasonable accommodation do not need to be in writing. However, the information in this form may assist [Employer] in clarifying your needs and identifying the appropriate reasonable accommodation.

**The use of these sample resource documents is not required by law. The provisions in the sample resource documents do not necessarily represent legal obligations, but instead reflect topics that employers and employees may voluntarily choose to address.***The sample resource documents do not constitute legal advice by the U.S. Department of Labor and do not reflect the full range of laws that may apply in every situation, including local and state laws that may provide additional protections and requirements. Employers should review local, state, and federal laws to ensure they are in compliance with the law that provides the most protections for employees and should include additional legal requirements as necessary in their own agreements. Parties remain independently responsible for complying with applicable law.*