MCLA
MASSACHUSETTS COLLEGE OF LIBERAL ARTS

ADA: Request for Reasonable Accommodation Form
[This is a confidential form and will be submitted by the requesting applicant/employee directly to Human Resources. **Only employees are expected to complete workplace information**]

NAME: _____

WORK EXTENSION OR HOME TELEPHONE: _____

POSITION: _____

DEPARTMENT: _____

SUPERVISOR/DEPARTMENT HEAD: _____

NATURE OF THE QUALIFYING DISABILITY:

_____

_____

_____

REQUESTED/SUGGESTED ACCOMMODATION: (Please describe the accommodations you believe are needed to enable you to perform the essential functions of this job.)

_____

_____

_____

PHYSICIAN CONTACT INFORMATION (Employees only) (Please provide name, address, telephone and fax numbers). The physician may receive a letter/fax from us requesting information on your impairment/disability and recommendations for accommodations.

_____

_____

I authorize the release of necessary confidential medical information regarding my disability to relevant hiring managers as deemed necessary by Human Resources. I also attest to the fact that a copy of the position description has been given to me for review and reference.

Signature: _____ Date: _____

[To signatory: In non-physician review cases, decisions regarding accommodations will be made within 10 days of the receipt of this form by Human Resources. Due to delays that may be caused in communications with physicians, no specific decision date can be provided for physician review cases.]