

Dickinson College

Employee Accommodation Request Form – Americans with Disabilities Act (ADA)

This is a confidential form and will be submitted by the requesting employee directly to Human Resource Services.

You, the employee, are responsible for requesting a workplace accommodation for a disability. The purpose of this form is to assist you and Dickinson College in determining (1) whether you have a “qualified disability” as defined by the Americans with Disabilities Act (ADA), and if so, (2) the limitations caused by the condition and how those limitations impact the performance of the essential functions of the job and (3) the accommodation you and/or your doctor/medical professional believe will enable you to perform the essential functions of the job.

Do not provide information about genetic tests, as defined in 29 C.F.R. §1635.3(f), genetic services, as defined in 29 C.F.F. §1635.3(e), or the manifestation of disease or disorder in the employee’s family member, 29 C.F.R. §1635(b).

Employee Name:		Date: / /
E-mail Address:		Dickinson ID Number:
Address:		Phone:
City:	State:	Zip Code:
Job Title:		Department:
Supervisor:		

Please describe the condition for which you are requesting an accommodation:
Please explain the limitations caused by the condition and how it impacts your ability to perform the essential functions of the job:
Please provide a description of the accommodation you and/or your doctor/medical provider believe will enable you to perform the essential functions of your job:

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(please continue on back)

I authorize the release of necessary confidential medical information regarding my disability to relevant members of Human Resource Services. I also attest to the fact that a copy of the position description has been given to me for review and reference.	Date: / /
Employee Signature: When form is complete, please either: Mail to Dickinson College, Human Resource Services, P.O. Box 1773, Carlisle PA 17013-2896; Fax to (717) 245-1785; or Email to mould@dickinson.edu If you have questions, please contact: (717) 245-1503 or HRServices@dickinson.edu	