

A. Questions to clarify accommodation requested.

1. Which of the following best describes your request? (Please circle or check one)

Employee(s) with disabilities Applicant(s) with disabilities Public Access & Facilities

2. The term "disability" means, with respect to an individual

A) a physical or mental impairment that substantially limits one or more major life activities of such individual;

(B) a record of such an impairment; or

(C) being regarded as having such an impairment

3. What specific accommodation(s) are you requesting?

4. 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.

5. Is your accommodation request time sensitive? Yes No

If yes, please explain.

B. Questions to document the reason for accommodation request.

6. What, if any, job function are you having difficulty performing?

7. What, if any, employment benefit are you having difficulty accessing?

8. What limitation is interfering with your ability to perform your job or access an employment benefit?

9. Have you had any accommodations in the past for this same limitation? Yes No

If yes, what were they and how effective were they?

10. If you are requesting a specific accommodation, how will that accommodation assist you?

C. Please provide any additional information that might be useful in processing your accommodation request:

Print Name

Date

Signature

Return this form to: Office of Equity and Inclusion via email at
OEOADA@cityofgainesville.org