

REQUEST FOR REASONABLE ACCOMMODATION DURING JOB APPLICATION
PROCESS WITH DOÑA ANA COUNTY

(To be completed by any applicant who is requesting an accommodation during the job application process. Contact the Human Resource Department if you have questions or need assistance.)

Name (Please print) _____
Position Applied For _____
Department or Division _____
Date of Request _____

I hereby request a reasonable accommodation that will enable me to apply for consideration, or, if requested, to interview for the job title listed above.

Signature _____

Describe what accommodation or aid you are requesting for this process.

If a particular piece of equipment, device or a change in the application process will allow you to participate as an employment candidate, please describe as specifically as possible.

THIS SECTION TO BE COMPLETED BY ADA COORDINATOR

I have reviewed the above named applicant's request for a reasonable accommodation.

If you have discovered that there are other reasonable accommodations that can be made that are preferable to the one suggested by the applicant, describe below.

I have discussed the request with the applicant and, on behalf of Doña Ana County, the following reasonable accommodation(s) will be made during the application and/or interview process.

I have discussed the request with the applicant and, on behalf of Doña Ana County, state no reasonable accommodation(s) can be made which will not pose an undue hardship Doña Ana County for the following reasons(s): _____

MEET WITH DEPARTMENT HEAD AND INTERVIEWING SUPERVISOR TO INFORM THEM OF THIS REQUEST. PROVISION OF THIS REASONABLE ACCOMMODATION **SHALL NOT** AFFECT THE INTERVIEWER'S DECISION.

ADA Coordinator _____

Interviewing Supervisor _____

Date _____

REV.05/04