

REQUEST FOR REASONABLE ACCOMMODATION FORM

Selection procedures administered by Contra Costa County's Department of Human Resources may require candidates to do one or more of the following:

- ✓ Access test centers and sit at desks, in chairs, etc. for long periods of time
- ✓ Read examination material & fill in circles on a bubble sheet (e.g., multiple-choice examination)
- ✓ Write answers in narrative form using a pen or pencil (e.g., essay examination)
- ✓ Speak before a panel of raters or assessors (e.g., oral examination)
- ✓ Perform physical activities (e.g., physical ability tests)
- ✓ Listen to instructions or audiotapes relating to test content or administration
- ✓ Watch videotapes relating to test content or administration
- ✓ Read and answer examinations questions on a computer

This SECTION is to be COMPLETED by the APPLICANT

If you are disabled as defined by the Americans with Disabilities Act and wish to request a reasonable accommodation for a particular examination due to your disability, please complete the following:

Applicant Name (PRINT): _____

Applicant Signature: _____ Date: _____

Phone Number: _____ Title of Examination: _____

The following are types of test accommodations(s) that may be possible. Please check below the accommodation(s) that you are requesting:

Visual /Learning

Marker (someone to mark answers)
Reader
Separate Room
Extra Time

Hearing

Interpreter
 Separate Room

Mobility

Testing room as close as possible to entrance or restroom
Personal attendant (to be provided by candidate)
Accessible test area for persons who use a wheelchair
Special seating
Marker (someone to mark answers)

Please describe below other accommodations requested:

If your disability is not obvious, please submit medical documentation of your disability and the needed accommodation and/or certification from an entity such as the Department of Rehabilitation, a school or college or a certified learning specialist or a medical physician.

You will be contacted by a Human Resources staff member regarding your request for an accommodation

Note: All information provided will be kept **CONFIDENTIAL**. If you later need an accommodation to perform essential job functions upon hire, you must submit a separate request to the employing department.

SPECIAL ACCOMMODATIONS REQUEST FORM

Note: If your disability is obvious, it is **NOT** necessary for you to have this side of this form completed.

This SECTION is to be COMPLETED by a MEDICAL DOCTOR, SCHOOL PSYCHOLOGIST, LEARNING CONSULTANT, etc. as appropriate.

Examinations for employment with Contra Costa County are administered on the basis of fairness, merit and equal opportunity. They are often highly competitive and candidates are ranked on eligibility lists based on their total test score. The applicant who has signed the other side of this form has filed for such an examination and has indicated that s/he needs ADA assistance. Whenever possible, reasonable testing accommodations that can be supported are provided to job applicants with disabilities.

Please review the applicant's medical or educational history (as appropriate). If you support the applicant's claim of need for the ADA accommodation(s), please complete the information requested below and return the form to the applicant.

Print Candidate Name: _____

I certify that the above-named individual is disabled as defined by the Americans with Disabilities Act. Consequently, I recommend that the following Special Accommodation(s) be provided to this individual during the examination process:

Print (as appropriate) the name of the medical doctor, school psychologist, or learning consultant.

(Street Address)

(City) (State) (Zip)

(Phone Number)

Signature (as appropriate) of the name of the medical doctor, school psychologist, or learning consultant.

(Certificate or License No. and State)

(Date Signed)

Note: All information provided will be kept **CONFIDENTIAL**. If you later need an accommodation to perform essential job functions upon hire, you must submit a separate request to the employing department.