



ESSENTIAL FUNCTIONS - PROFESSIONAL STAFF

The essential functions for the position associated with the enclosed letter of offer are listed on the enclosed document entitled "Responsibilities and End Results."

If you have a disability, the law requires that reasonable accommodation(s) be made which will enable you to perform the essential functions of the position. A request must be made in writing specifying the accommodation(s) in order for the employer to evaluate whether a reasonable accommodation can be made. Requests for accommodations must be made before the employment contract is finalized.

Please review the essential functions included with this mailing. After reviewing the essential functions for the position, please sign, date and respond (where applicable) to the statements below.

A) I have read the essential functions and do not require accommodation(s) to perform these functions.

_____	_____
Signature	Date

Print Name	

OR

B) I have read the essential functions and request accommodation(s) to perform these functions. I have listed the request for accommodation(s) in the space provided below.

_____	_____
Signature	Date

Print Name	

Requested Accommodations: _____

Please return this form with the enclosed letter of offer. An employment contract can not be finalized without this completed form.