

ESSENTIAL FUNCTIONS – ADMINISTRATIVE FACULTY

If you have a disability, the law requires that a 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

I have read the essential functions in the Position Description Questionnaire (PDQ) and do not require an accommodation(s) to perform these functions.

Signature

Date

Print Name

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

Signature

Date

Print Name

Requested Accommodations: **(attach additional sheets if necessary)**