

Employment Accommodation Request Form

Champlain College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and similar state laws which are designed to eliminate discrimination against qualified individuals with disabilities. Champlain College is committed to making reasonable accommodations for qualified individuals with disabilities as required by law.

Please inform us of any disabilities for which you seek accommodation. The College will endeavor to make reasonable accommodations as required by law. Qualifying disabilities can include, for example, vision, hearing, or mobility impairments; psychological and medical conditions; substantially-limiting conditions affecting the operation of major bodily functions; and learning disabilities, which substantially limit one or more of an employee's major life activities and may necessitate modifications to the application process, facilities or the way the job is performed, but which do not prevent the employee from performing, with reasonable accommodations, the essential functions of the job.

The information that you provide regarding any accommodation requests will be shared only with those individuals involved in the determination, coordination, and facilitation of reasonable accommodations.

Name: _____ Phone: _____
E-mail: _____ Position: _____

Please describe how your impairment substantially limits your performance of a major life activity:

Please describe your impairment in terms of the limitations it might place on your ability to perform the essential functions of your job, absent accommodation:



Please list the accommodations you wish to request in order to perform the essential functions of your job. Be as specific as possible.

Note: Your request for accommodation must be supported by current and adequate documentation. Generally, such documentation must: 1) be prepared by an objective professional qualified in the diagnosis of such conditions; 2) include information regarding the testing procedures followed, the instruments used to assess the impairment, the test results, and a written interpretation of these results as they pertain to the performance of the essential functions of your job; 3) reflect your present level of functioning in the area related to the particular accommodations being sought; and 4) include information regarding the extent to which the impairment substantially limits your performance of a major life activity. Attach additional pages as needed. The College reserves the right to request additional information.

Return to: People Center Leader, Champlain College, PO Box 670, Burlington VT 05402-0670 or e-mail to peoplecenter@champlain.edu.

