

REQUEST FOR RELIGIOUS REASONABLE ACCOMMODATION

In accordance with Title VII of the Civil Rights Act of 1964 and the Equal Employment Opportunity Commission (EEOC) Guidelines on Discrimination Because of Religion, I am requesting that the City of Little Rock (hereafter the "City") make reasonable accommodation to enable me to perform the essential functions of the _____ position.

(Please check one)

- I currently hold the above stated position.
 I am a candidate for the above stated position.

Name: _____ Employee Number: _____
(Please Print)

Address: _____

Personal Phone: _____ Work Phone: _____

Email Address: _____

Preferred Method of Communication: _____

NOTE: The information provided in the spaces below will enhance, and hopefully expedite, the process of identifying and implementing a reasonable accommodation. Therefore, it would be most beneficial for you to be as thorough as possible. Please attach additional sheets if necessary.

Please describe precise the job related limitation(s) imposed by your religious practice or belief (specific to the position in question):

Please suggest, as precisely as possible, the accommodation which you believe would best serve the needs of you and the City: _____

If requested, can you obtain documentation to support the need for an accommodation based of your religious practice or belief? (Check one) Yes _____ No _____

Signature of Requestor

Date

Supervisor/Hiring Authority

Date Received

cc: Human Resources Director