



# REQUEST FOR WORKPLACE ADJUSTMENT

## 1. FOR JOB APPLICANTS ONLY

The Request for Workplace Adjustment form should be sent to the Recruiter or the contact person for the position for which you are applying.

Name:

Title:

Telephone number:

Email:

Address:

Position/Title applied for:

Faculty or Business Unit (if known):

Location:

Please indicate the parts of employment process for which an adjustment is requested (e.g., application, interview, work test or exercise):

Description of adjustment requested (if known):

Contact person for the position:

Date of interview:

Signature and date:

## 2. FOR EXISTING EMPLOYEES

The Request for Workplace Adjustment form should be completed and discussed with your Supervisor. If you do not wish to discuss with your supervisor see section 4 for alternate contacts.

Name:

Title:

Faculty or Business Unit:

Telephone Number:

Location:

Brief description of workplace adjustment request or problems associated with position:

Signature and date:

## 3. FOR SUPERVISORS AND RECRUITMENT CONTACT OFFICERS

To be completed by staff supervising the employment application process or supervising an employee requesting a reasonable adjustment

<b>Supervisor/Contact Officer</b> <b>Name:</b> <b>Title:</b>
<b>Faculty or Business Unit:</b>
<b>Location:</b>
<b>Telephone Number:</b>
<b>Signature and date:</b>

<b>4. ACTION TAKEN</b>
<b>This form has been sent to: (please circle)</b> <ol style="list-style-type: none"> <li>1. Recruiter for the position</li> <li>2. Contact Officer for the position</li> <li>3. Supervisor</li> <li>4. HR Advisor</li> <li>5. WHS personnel</li> <li>6. Staff or Union Representative</li> <li>7. Director EED</li> </ol>
<b>This form was delivered: (please circle)</b> <ol style="list-style-type: none"> <li>1. In person</li> <li>2. Via email</li> <li>3. Via internal mail</li> <li>4. By fax</li> </ol>
<b>Name:</b> <b>Signature and date:</b>

<b>5. ACKNOWLEDGEMENT OF RECEIPT</b>
<b>Received by (name):</b> <b>Signature and date:</b>

**A case manager will be assigned to manage your request and will be in contact with you in the next ten working days. The *Workplace Adjustment Procedures* will be followed to address your request**