

# APPLICANT FLOW SHEET



Date:	Job applied for:
Name:	

This form is kept confidential and separate from your application. It is for governmental reporting requirements only. The Federal Government requires us to collect the following statistics to ensure that we are following the Equal Opportunity Guidelines. It will not be used in connection with your name, your application, or any test that you take.

Submission of this form is voluntary. If you choose not to answer any of the questions, you will not be penalized.

Please put a check mark by each of the following that applies to you.

<input type="checkbox"/> Black	<input type="checkbox"/> 17 and under
<input type="checkbox"/> White	<input type="checkbox"/> 18-29 years of age
<input type="checkbox"/> Other: _____	<input type="checkbox"/> 30-39 years of age
	<input type="checkbox"/> 40-65 years of age
<input type="checkbox"/> Male	<input type="checkbox"/> 66-70 years of age
<input type="checkbox"/> Female	<input type="checkbox"/> 71 and over

A disability is a condition that significantly limits major life activity such as seeing, hearing, walking, talking, learning, working, breathing, or taking care of yourself.

Do you have a mental, physical or emotional disability?  Yes  No

If you checked "Yes", do you want to be included in the City's Affirmative Action Program for the Disabled?  Yes  No

Where did you learn about this job opportunity?

<input type="checkbox"/> City employee	<input type="checkbox"/> Cable program
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Other TV: _____
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio
<input type="checkbox"/> City website	<input type="checkbox"/> Bureau of Vocational Rehabilitation
<input type="checkbox"/> Other website	<input type="checkbox"/> Bureau of Services for the Visually Impaired
<input type="checkbox"/> Other: _____	

# REASONABLE ACCOMMODATION FOR QUALIFIED INDIVIDUALS WITH DISABILITIES

The City of Cincinnati must comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, both of which prohibit discrimination on the basis of disability. In compliance with both Acts, the City of Cincinnati will provide reasonable accommodation to a qualified individual with a disability unless the accommodation would impose an undue hardship.

## INDIVIDUAL WITH A DISABILITY

The ADA defines an individual with a disability as a person who:

- Has a physical or mental impairment that substantially limits one or more of the major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment

## QUALIFIED INDIVIDUAL WITH A DISABILITY

A qualified individual with a disability is an individual:

1. Who meets the skills, experience, education, and other job-related requirements of the position held or desired; and
2. Who, with or without reasonable accommodation, can perform the essential functions of the job.

## REASONABLE ACCOMMODATION

Reasonable accommodation is an adaptation that removes a barrier so that a qualified individual with a disability can have access to a job, program, activity or service. Examples include:

- Accommodations that are needed to ensure equal opportunity in the application process;
- Accommodations that enable individuals with disabilities to perform the essential functions of the position held or desired; and
- Accommodations that enable employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by employees without disabilities.

## WHEN TO REQUEST A REASONABLE ACCOMMODATION

Reasonable accommodation can be requested in the application, testing or interviewing process; after an individual is hired; etc. Each request for reasonable accommodation is reviewed independently. Specific examples may include:

- Reading an examination or providing it in large print for an applicant with a vision impairment.
- Providing an amplification device on the phone receiver for an employee with a hearing impairment
- Purchasing special computer equipment for an employee with a vision impairment.

## HOW TO REQUEST A REASONABLE ACCOMMODATION

When applying for an examination or position, a Request for Reasonable Accommodation Form can be obtained at the front counter of the Human Resources Department or printed from the City's web site at [www.cincinnati-oh.gov/cityhr/pages/-4311-/](http://www.cincinnati-oh.gov/cityhr/pages/-4311-/). There is also an assigned Test Analyst listed on the job announcement. The Test Analyst can be contacted for more information and assistance with the necessary accommodation.

General questions regarding reasonable accommodation or the Americans with Disabilities Act can be directed to the ADA Coordinator, City of Cincinnati, Department of Human Resources, Two Centennial Plaza, 805 Central Avenue, Suite 200, Cincinnati, OH 45202 • 513 352 2400 (Voice) • 513 352 2419 (TDD)