

## ADA Accommodation Request Form for Applicants



The Chicago Zoological Society strives to ensure that all applicants with disabilities are provided with reasonable accommodations that will enable them to participate fully in the application process. If you believe you need an accommodation in order to apply for a position or for an internship or work-study assignment, please complete and submit this ADA Accommodation Request Form as early as possible in the application process. All information contained in this form and any medical statement provided will be considered confidential.

Consideration will be given to providing the specific accommodations requested. If there is another effective way to accommodate the need, however, an alternate accommodation may be provided instead. The Society cannot guarantee that a requested accommodation is available at any specific time. For example, certified ASL interpreters often are not available on short notice. As a result, sufficient advance notice (ideally, no less than 14 days) is requested.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not request or provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

You may submit the completed ADA Accommodation Request Form to Alison Davis at the address, email or fax number below or contact Alison Davis, ADA Coordinator regarding a request for a reasonable accommodation:

**Chicago Zoological Society**  
**Attn: Villetta Wells, ADA**  
**Coordinator 3300 Golf Road**  
**Brookfield, IL 60513**

**Email: [Villetta.Wells@czs.org](mailto:Villetta.Wells@czs.org)**  
**Telephone: 708-688-8674**  
**Facsimile: 708-688-8930**

*(Please print)*

|                                                                                                                                      |                    |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Last Name:                                                                                                                           | First Name:        |
| Home Phone Number:                                                                                                                   | Cell Phone Number: |
| Work Phone Number:                                                                                                                   | Email Address:     |
| How would you prefer to be contacted?                                                                                                |                    |
| <input type="checkbox"/> Home <input type="checkbox"/> Work Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email |                    |
| <input type="checkbox"/> Other (specify): _____                                                                                      |                    |

Are you applying as an:

- External Applicant
- Employee
- Internship / Work-Study Assignment

What specific limitation(s) interfere(s) with your ability to apply for employment or an internship or work-study assignment?

What portion of the application process are you unable to perform?

Please identify the specific accommodation(s) you are requesting and explain how the proposed accommodation(s) would allow you to participate fully in the application process.

If you are unsure what accommodation(s) is needed, do you have any suggestions about what options we can explore? If "Yes," please explain:     Yes     No

Please provide any additional information that might be useful in processing your accommodation request:.