



**Phoenix-Mesa Gateway Airport
Human Resources Department**
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Request Form: Reasonable Accommodation for Testing/ Written Exercises

- Phoenix-Mesa Gateway Airport Authority (PMGAA) is committed to being an equal opportunity employer. We will make a reasonable accommodation in testing whenever such accommodation is, or could be made on the job for the position in which a candidate is applying.
- The need and provision of a reasonable accommodation must be decided on a case by case basis. Because each individual and situation is unique, generalizations about a specific disability and accommodation needed will be avoided. A decision to grant or deny an accommodation should only be made after obtaining all necessary information. The applicant will be contacted before a decision is made.
- Common modifications to the test medium include having the test read to the applicant, enlarged print, recording the test on cassette, having the test translated into braille or sign language. The preferences of the applicant, possible job accommodations and the length and complexity of the test material will be considered.
- Individuals with temporary disabilities (i.e., cast on hand) may be accommodated when it is practical.

Name: _____
Last Name First Name Middle Initial

Position Applied For: _____
Exact title as listed on the Employment Posting

Phone: _____ **Email:** _____

Please describe below the accommodation you may need in the testing process:

Please provide the name of your healthcare provider or other individual who may be contacted for additional information concerning your accommodation request. (This may not apply to all applicants requesting Reasonable Accommodation.)

Name: _____ **Phone:** _____

Agency/ Position Title: _____

By signing below, I am attesting that I am an applicant for the position named above, that all information on this page is accurate and that I may require Reasonable Accommodation in the testing/ written employment exercise process. I hereby request that the Phoenix-Mesa Gateway Airport Authority Human Resources department contact me regarding reasonable accommodation in the testing/ written employment exercise process.

Applicant's Signature

Date

This space for Human Resources department use only: **Initials:** _____

Accommodation Status: Approved Not Needed Denied

Comments: _____