Applicant Religious Accommodation Request Form

In accordance with federal law and the University’s non-discrimination policy statement, discrimination or harassment on the basis of religion is prohibited. The University provides reasonable accommodations for applicants’ sincerely held religious beliefs or practices unless doing so would impose an undue hardship on the University. “Undue hardship” is a practice, procedure, or financial cost that unreasonably interferes with business operations at the University. The University is not legally required to provide an accommodation that creates an undue hardship or results in more than a minimal cost to the operations of its business.

An applicant applying for a position with The University should complete this form when making a request for religious accommodation in the recruitment process.

Applicants should notify the HR official listed below as soon as they become aware of a need or potential need for accommodation. The University of Alabama is not required to provide an accommodation if it is not aware of the applicant’s need for accommodation. Reasonable accommodations are determined, identified, and implemented using an interactive process.

Applicant Name: ____________________________________     CWID (if applicable):  ____________________
Position Applying For: ________________________________   Phone: ____________________________
Requisition Number Applying to:  _______________________

1. Please specify the religious belief, practice or observance you have for which you are requesting accommodation.

2. What part of the recruitment process do you request to be modified? What are some accommodation options?

3. Please provide any other information that would be helpful to The University of Alabama in evaluating your request.

I verify that the above information is true, complete and accurate to the best of my knowledge and belief and that this request is made in good faith. I understand that any intentional misrepresentation contained in this request may result in my application not being considered. I understand that this form will not be placed in employment personnel records, if hired, and the contents of this request will be shared only as necessary to consider the approval and/or implementation of an appropriate accommodation. I further understand that the accommodation requested above may not be granted should UA determine the religious accommodation request creates an undue hardship on UA.

Signature: _____________________________________________ Date: ________________________

Return Completed Form to:    Contact Information:
The University of Alabama       Telephone: (205) 348-7733
Attn: Emily Marbuttt          emarbuttt@fa.ua.edu
Box 870364               205-348-8755 (fax)
Tuscaloosa, AL  35487

THE UNIVERSITY OF ALABAMA