**Application for**

**Accommodations & Services**

**Non-Employees/Volunteers**

Centenary University will provide reasonable accommodations to non-employees/volunteers that experience a disability(ies). The Human Resources Department will work with the Disability Services Office to ensure that reasonable accommodations are provided.

Application

Use the attached form toidentify yourself to the Centenary University Human Resources Department as an individual with a disability and officially begin the accommodation process.

Supporting documentation must be submitted to Human Resources in order to verify the functional limitations imposed by the disability.

Please return the completed application via email, fax, or hardcopy to:

Christine Rosado

Centenary University

HR Department, Smith Hall 108

400 Jefferson Street

Hackettstown, NJ 07840

[christine.rosado@centenaryuniversity.edu](mailto:christine.rosado@centenaryuniversity.edu)

Phone: 908-852-1400 x2334

Fax: 908-850-8716

**Application for**

**Accommodations & Services**

**Non-Employees/Volunteers**

Use this form to identify yourself as an individual with a disability to officially begin the accommodation process. Supporting documentation must be submitted to the Human Resources Department in order to verify the functional limitations imposed by the disability.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Date |
|  |  |  |
| Phone |  |  |

**Please indicate the type(s) of accommodation that you are requesting:**

|  |
| --- |
|  |

**Briefly describe why you are requesting the above accommodation(s):**

|  |
| --- |
|  |

**Do you require evacuation assistance?**  **Yes**   **No**

**If yes, please describe your need for assistance:**

|  |
| --- |
|  |

**Documentation Guidelines**

Please attach a copy of official documentation describing your disability with this form, or return this form and forward the documentation to the contact listed on this form.

*All information derived from communication with you will be held in strict confidence unless released by you through written notification.*