

APPLICATION FOR PERSON WITH DISABILITIES TO REQUEST REASONABLE ACCOMMODATION IN THE EXAMINATION PROCESS

This form is to be used for persons with disabilities to request reasonable accommodations to take a Civil Service written, computer, or video employment test. The information submitted on this form is confidential and is used for testing purposes, only.

NAME (Print Last, First, Middle Initial)		EMPLOYEE/APPLICANT ID NO.	
STREET	CITY	STATE	ZIP CODE
AREA CODE/PHONE (between 8-5)	EMAIL ADDRESS	CIVIL SERVICE TEST NO.	
PLEASE NAME YOUR PHYSICAL OR MENTAL IMPAIRMENT (PLEASE BE SPECIFIC).			
DESCRIBE HOW YOUR MAJOR LIFE ACTIVITIES ARE SUBSTANTIALLY LIMITED. (Describe general activities and work activities as well.)			
DESCRIBE THE ACCOMMODATIONS YOU NEED TO TAKE THE CIVIL SERVICE EXAMINATION.			
PLEASE LIST INDIVIDUALS, AGENCIES, OR INSTITUTIONS FROM WHICH YOU HAVE RECEIVED SERVICES PERTAINING TO YOUR STATED PHYSICAL OR MENTAL IMPAIRMENT. LIST ANY PRESCRIBED MEDICATION YOU MUST TAKE RELATED TO THE STATED DISABILITY.			
CERTIFICATION/SIGNATURE: (This application will not be processed without signature.)			
I certify that all information contained in this application is true. I agree and understand that any falsification of material facts will result in my forfeiting any rights to consideration for employment or promotion in the State of Michigan classified service.			
SIGNATURE _____		DATE _____	
FOR CIVIL SERVICE USE ONLY			
ACCEPTED	NOT ACCEPTED	ADDITIONAL INFORMATION REQUESTED	DATE
REVIEWED BY		DATE	DATE APPLICANT NOTIFIED
COMMENTS			

ELIGIBILITY CRITERIA

Individuals who have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or are regarded as having such impairment are eligible for disability designation. "Major life activities" include, but are not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

COMMONLY ASKED QUESTIONS FOR THIS PROGRAM

Must I identify myself as a person with disabilities? No. This information is used to determine your request for accommodations to take a Civil Service test.

If I am approved for the disability designation, will I receive accommodations in taking all the tests? Since the tests are administered differently, you must list the accommodations needed on the front of this form for each test. This will assist us in providing the necessary accommodations, if any, when the test is scheduled. Depending on the test, it may be necessary to offer alternative accommodations or for you to participate in the Twelve-Month Trial Appointment Program for Persons with Disabilities by completing the program's application (CS-630) form as described in Civil Service Regulation 3.05, on "Twelve-Month Trial Appointment Process for Persons with Disabilities." The regulation and form are available on our website at www.michigan.gov/mdcs.

When will Civil Service schedule me to take the test? You must submit a Civil Service Examination Application (CS-102) form to apply for the open tests. You will receive an Examination Admission Notice if you meet the minimum qualifications. For information about the tests, visit our website at www.michigan.gov/mdcs or you may contact one of the Civil Service Commission offices: Lansing Office (517) 373-3030 or (800) 788-1766, Detroit Regional Office (313) 256-3690; or by email at MDCS-BHRS@michigan.gov. You can use the telecommunications device for the deaf in Lansing, at (517) 335-0191 and Detroit, at (313) 456-4409. Also, you may visit your local public library or a Michigan Works! office to complete and submit the examination applications.

How do I apply for job vacancies after I pass the test? The state department Human Resource Office will post the job vacancies on the Civil Service Commission website at <http://web1mdcs.state.mi.us/vacancyweb/vacancyinq.asp>. You will apply for the job vacancy, for the specific classification tested, as described in the job posting.

Are state departments required to hire me? No. Employers must consider qualified persons with disabilities along with other qualified candidates.

Does this process provide for accommodations for state employees with disabilities in the workplace? No. If you require an accommodation on the job, please read Civil Service Commission Regulation 1.04, on "Reasonable Accommodation," and complete and submit the "Request for Accommodation" (CS-1668) form to your employer to request the accommodation. The regulation and form are available on our website at www.michigan.gov/mdcs.