



Religious Accommodation Request Form

Faculty / Staff Application for Services

CONFIDENTIAL

This form should be used by University employees who wish to request a reasonable workplace accommodation based on their religious belief, practice, or observance. The purpose of this form is to assist the University in determining whether, or to what extent, a reasonable accommodation is appropriate for a qualified University employee for employment.

This form **must** be filed separately from the employee's personnel file and is a **confidential** document.

Note: Faculty and Staff are urged to complete and return this application prior to requesting workplace accommodations. This application, along with any requisite supportive documentation,

Nature of Religious Accommodation Request

1. Please specify the religious belief, practice, or observance obligation that is the basis for your request for accommodation:

2. Please describe the work requirement that conflicts with the religious belief, practice, or observance obligation described above and explain the nature of the conflict:

3. Please describe the specific accommodation you are requesting:

4. Additional information you would like to share:

5. Verification of religious obligation:

[] I have enclosed **applicable** supporting documents with this request.

6. Length of time for requested accommodation:

I certify that the information provided above is true and accurate.

Signature of Requestor

Date

Return completed form via mail, in person, e-mail, or via fax to the following:

Office of Equity

1800 Sherman Ave., Suite 4-500, Evanston, IL 60208

Phone: 847.467.6165 • Fax: 847.467.0698

accommodations@northwestern.edu

