

Cleveland State University

INVITATION TO PERSONS WITH DISABILITIES AND TO DISABLED VETERANS

Invitation

Cleveland State University has an affirmative action program to employ and advance in employment qualified persons with disabilities and disabled veterans. If you would like to be considered under this affirmative action program, please tell us so that we may assist and respond to your needs. Submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

All information furnished to us will be kept confidential, except it may be disclosed (1) to supervisors or managers with a need to know regarding restrictions on job duties and accommodations, (2) first aid and safety personnel, when and to the extent appropriate, if the condition might require emergency treatment, and (3) authorized government officials investigating compliance with federal and state law.

If you are a person with a disability and/or a disabled veteran, we would like to include you under the affirmative action program. To better serve your needs, it is helpful if you tell us about (1) skills and procedures you use or intend to use to perform the job notwithstanding your disability, and (2) the accommodations we may make to enable you to perform the job properly and safely.

Accommodations may include special equipment, changes in the physical layout of the job, adjustment in duties, or other appropriate measures relating to the job.

Definitions

“Person with a disability” means any person who (1) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (2) has a record of such impairment or (3) is regarded as having such an impairment.

“Qualified person with a disability” refers to an individual who is capable of performing a particular job with or without accommodation.

“Disabled veteran” means a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 30 percent or more, or at 10 or 20 percent if determined by law to have a serious employment handicap, or a person who was discharged or released from active duty for a service-connected disability.

- 1. Are you a person with a disability? (as defined above) [] Yes [] No
2. Are you a disabled veteran? (as defined above) [] Yes [] No
3. Type of disability: _____
4. Special skills and procedures used to perform job: _____
5. Suggested accommodations by the University: _____

Employee Name _____ Signature _____ Date _____

Present Department _____

Job Title _____ Phone _____

Return to: Affirmative Action Office, AC 236, 2300 Euclid Avenue.

SEE REVERSE SIDE: FOR VETERANS