

LOS ANGELES COMMUNITY COLLEGE DISTRICT
CLASSIFIED EXAMINATIONS UNIT



SELECTION PROCEDURES
REQUESTS FOR REASONABLE ACCOMMODATION

All classified jobs with the Los Angeles Community College District are filled through competitive examination procedures.

Tests and test content are related to the specific job. If there is more than one part to an examination, a candidate must be successful on each preceding part to be allowed to compete in the next part.

Candidates who are successful on all parts of the examination will have their names placed on an eligible list. Position on the list is determined by the scores attained on the various part of the test. The hiring authority must select a candidate from the top three ranks of those eligibles on the list who are "ready, willing and able" to report for the job.

Individuals protected by the "*Americans with Disabilities Act*" (ADA) may request an accommodation, if needed, in the classified examination process. In order for appropriate arrangements to be made at the testing site, your request must be received at least 3 days prior to the administration of the test. Documentation of the need for accommodation from an appropriate physician, or licensed therapist or specialist, must accompany your request.

Name of Applicant

EXAMINATION TITLE

REQUEST FOR ACCOMMODATION

Do you have any mental or physical limitations which would require accommodation in the testing process for the job classification indicated above? ___Yes ___No

See the Job Description for this job [on our website](#) which details the typical duties of the job, the knowledges, skills and abilities required. The examination process may consist of one or more parts which may include a training and experience evaluation, written test, performance test and/or oral interview.

IMPORTANT INFORMATION

If you've indicated "Yes" to the question above, documentation from an appropriate physician, licensed therapist, or specialist must be attached to this request form. The letter must:

- be an original letter on official letterhead and with original signature.
- be recent.
- certify the existence and nature of the limitation.
- provide the specific accommodation(s) recommended in the testing process for this job classification.

Submit request and documentation to the LACCD Personnel Commission's Classified Exams Unit at:

Class_jobs@laccd.edu

Signature of Applicant _____

Date _____