



## **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 observation 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.

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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](mailto:accommodations@northwestern.edu)**

