



## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### Human Resources Department

18422 Bear Valley Road, Victorville, CA 92395 • (760) 245-4271, ext. 2500 • [jobs@vvc.edu](mailto:jobs@vvc.edu)

### **Job Applicant Request for Reasonable Accommodation under ADA, ADAAA and FEHA Policy/Procedure**

#### **A. POLICY**

The Victor Valley Community College District (District) is committed to complying with all laws that protect qualified individuals with disabilities. When requested, the District will provide a reasonable accommodation for any known physical or mental disability of a qualified job applicant, provided the requested accommodation does not create an undue hardship for the District or pose a direct threat to the health or safety of others in the workplace or to the job applicant. The District complies with all federal and state laws concerning the employment of persons with disabilities, including the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) and the California Fair Employment and Housing Act (FEHA).

#### **B. PROCEDURE**

##### **Job Applicant Request for Reasonable Accommodation**

To request a pre-employment reasonable accommodation for assistance completing an application, taking a pre-employment exam or interviewing, the job applicant should contact the Human Resources Department to request an accommodation. Once the Human Resources Department is aware of the need for an accommodation, a Human Resources professional will provide the following form, which should be completed by the job applicant requesting the accommodation:

- [Job Applicant Request for Reasonable Accommodation Form](#)

The request form will be reviewed and the District will determine whether reasonable accommodation(s) can be made, and the type of accommodations to provide. The District will inform the job applicant of its decision as to reasonable accommodation(s) in writing.