

Accommodation Request Form Template

Applicant Information

- Name: _____
- Position: _____
- Department: _____
- Employee ID: _____
- Contact Number: _____
- Email: _____

Request Details

- Date of Request: _____
- Type of Accommodation Requested: _____

Reason for Request

- Describe the need for accommodation: _____

Proposed Solutions

| Accommodation Option | Feasibility | Priority | Additional Notes |
|----------------------|-------------|----------|------------------|
|----------------------|-------------|----------|------------------|

| | | | |
|-------|--------------------------|--------------------------|-------|
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Employee Signature

- **Signature:** _____
- **Date:** _____

Approval

- **HR Approval:** _____
- **Date:** _____
- **Comments:** _____