

Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Community College of Philadelphia is subject to federal equal employment opportunity and affirmative action regulations, which require us to reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Because a person may become disabled at any time, you may voluntarily self-identify at any time during your employment with the College.

You may voluntarily self-identify as having a disability without fear of any negative consequences because you did not identify as having a disability earlier. Self-identification is voluntary, but we hope you will choose to complete the process. Neither your self-identification nor your refusal to self-identify will adversely affect your employment.

NOTE: Your self-identification is used for aggregate reporting purposes only. If you have a disability and need accommodation, please contact the Office of Diversity and Equity to begin an interactive discussion to identify a reasonable accommodation.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral Palsy
- HIV/AIDS
- Muscular Dystrophy
- Bipolar Disorder
- Major Depression
- Multiple Sclerosis
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairment requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

☐

YES, I HAVE A DISABILITY (or previously had a disability)

☐

NO, I DON'T HAVE A DISABILITY

☐

I DON'T WISH TO ANSWER

YOUR NAME

DATE

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Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in alternative format, using a sign language interpreter, or using specialized equipment.

ⁱ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.