

**City of Los Angeles - Personnel Department  
Disability Verification Form**

The City of Los Angeles will provide a reasonable accommodation to individuals who have applied for employment and have requested special testing arrangements in a Civil Service examination due to a limitation(s) caused by a disability. To properly evaluate a request, it is necessary for us to have information regarding the specific limitation(s) that would cause this candidate to have difficulty in taking our tests. Most written tests are composed of multiple choice questions and require candidates to record answers by filling a small space on an answer form which is scored by a scanner. Additionally, written tests usually require candidates to sit from two to four hours.

Verification Form Instructions

- If a candidate requires an accommodation in Section II, then the candidate must only complete Sections I and II.
- If a candidate requires an accommodation in Section III, then the candidate must complete Section I and must request a doctor or other certifying professional to complete and sign Sections III and IV.

**Section I – Candidate Information**

<b>Print</b>			<b>Social Security Number:</b>
<b>Last</b>	<b>First</b>	<b>MI</b>	<b>Exam Title:</b>

**Section II – Potential Accommodations**

Below are potential testing accommodations available to individuals. Please indicate any potential accommodations you may need based on your limitations.

- |  |  |
|--|--|
| <input type="checkbox"/> No stairs                 | <input type="checkbox"/> Table and chair                               |
| <input type="checkbox"/> Wheelchair accessibility  | <input type="checkbox"/> Front row or last row seating during the test |
| <input type="checkbox"/> Not able to stand in line |  |

If you have identified your potential accommodations in this section, you can stop here. Please return this form to the address shown below. Personnel Department staff may need to contact you for additional information or documentation to complete your request.

**Section III – Other Accommodations (For doctor’s or certifying professional use only)**

Indicated below are additional testing accommodations available to individuals. A medical provider or other certifying professional must complete this section based on the candidate’s limitations.

Potential Accommodations for Visual Limitations:

- Tape record written test
- Large print written test booklet
- Use of candidate provided visual aids
- Use of a computer
- Well lighted room
- Proctor assistance to:
  - Record answers
  - Operate tape recorder

Potential Accommodations for Hearing/Speech Limitations:

- Sign Language interpreter for:
  - Written test instructions
  - Written test material
  - Interview
- Proctor speaking clearly and directly to the candidate

Potential Accommodations for Other Work Limitations:

- Tape recorder for responses
- Additional time to take the test at \_\_\_\_\_ %

Potential Accommodations for Motor Limitations:

- Tape recorded written test
- Use of computer
- Proctor assistance to:
  - Record answer
  - Operate tape recorder

Other Recommended Accommodation(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section IV – Medical Professional Information (For doctor’s or certifying professional use only)**

Information Provided by (Please Print)	Title
Organization	Telephone Number
Signature	Date

(Dated 4/6/10)

**Return completed form to:** Personnel Department, 700 E. Temple Street, Room 320, Los Angeles, CA 90012