

## REASONABLE ACCOMMODATION DECLARATION FORM

**APPLICANT:** In the event that you wish to advance to formal offer stage, you must complete this declaration and forward to your Local HR within 3 days of notification of the pre-offer of Mobility.

**LOCAL HR:** A copy of this form should be forwarded to the Receiving Local HR ONLY in the event that the application is considered suitable under Section 5 of the Suitability Assessment Report.

### REASONABLE ACCOMMODATION CONSIDERATIONS

It is the policy of the Civil Service to seek to ensure that staff members are not disadvantaged because of their disabilities. An employer must make every reasonable effort to meet the needs of a staff member with a disability, so as to ensure that the staff member receives equitable treatment in the workplace and equal opportunities for Mobility.

Making a permanent move to another position under the scheme, before such matters are considered, could have the unintended consequence of disadvantaging staff members with a disability. Accordingly, the provision of reasonable accommodation (if required) must be considered by the Receiving local HR before a Mobility move is completed. In cases where a staff member cannot undertake the essential duties of the new role, even with reasonable accommodation in place, or if the provision of reasonable accommodation would impose a disproportionate burden on the receiving organisation, the application for Mobility will not be progressed.

HR Managers will consider their obligations under the Employment Equality Acts 1998 to 2015 to provide reasonable accommodation, so that staff members with a disability can participate in and advance in their employment.

Applicant	Grade	Organisation	Location

**Do you have a disability that currently requires or may potentially require reasonable accommodation?**

Answer: **Please select**

**Where 'Yes' is answered to this question you will be contacted by the Receiving Local HR to discuss the provision of reasonable accommodation in the event that you are deemed 'suitable for mobility at this time' by both Local HRs.**

**Note:** Workplace adaptations may be necessary (i.e. reasonable accommodation) for individuals with a disability in order that they can undertake the role. The purpose of this question is to ensure that reasonable accommodation is assessed **before** a Mobility move is completed.

The assessment process will not be used as a means to impede a move under the Mobility scheme. If the applicant cannot undertake the essential duties of the new role, even with the provision of reasonable accommodation, or if reasonable accommodation would impose a disproportionate burden on the receiving organisation, the application for Mobility will not be progressed.

Applicant's signature	Date