



Florida Fish and Wildlife Conservation Commission

MyFWC.com

ADA Accommodation Request Form

The Florida Fish and Wildlife Conservation Commission is committed to providing equal opportunity and access to all agency programs and activities. FWC will make every effort to satisfy requests made by persons with disabilities, provided the accommodation does not result in a fundamental alteration in the nature of the program or activity, does not create an undue financial or administrative burden, or does not constitute a violation of state or federal law. For applicant accommodation requests, a “bona-fide” physical or mental skill or ability may be required to satisfactorily perform the duties of the job as described on the official position description and/or class specification. Applicants must be able to perform all essential functions of the position, with or without reasonable accommodation.

Please review the following instructions to identify the person or person(s) to whom you should forward your request. Your request will be reviewed by the appropriate FWC official. You will be notified of the resolution of your request or provided an explanation if the agency is unable to provide an accommodation.

For Job Applicant Accommodation Requests:

Please forward your request to the appropriate recruiting supervisor. If you do not know the recruiting supervisor's name or address, please contact the FWC Office of Human Resources at (850) 488-6411. Requests should be made no later than the first business day after the end of the announcement period.

For Program Accommodation Requests:

Please forward your request to the appropriate division, office or institute (DOI) responsible for the program or activity in which you are seeking accommodation. You may contact the Office of Human Resources at (850) 488-6411 for assistance in determining the appropriate DOI to contact.

For Employee Accommodation Requests:

Please forward your request to your immediate FWC supervisor.

Accommodation Request Review:

Requests for accommodation will be reviewed by the appropriate DOI. Every effort will be made to meet the accommodation request(s). Requests not reasonably satisfied at the DOI level or in which the requestor is dissatisfied with the response and chooses to appeal, shall be forwarded to the FWC EEO/AA/ADA Committee for further review. The EEO/AA/ADA Committee will review the request for final agency response to the request. The agency shall make every effort to respond at each step within 45 days of receipt of the request.

Please direct all questions concerning this form, ADA policies and procedures, or the status of a request to the FWC EEO/AA/ADA Coordinator at (850) 488-6411 or by mail at
Florida Fish and Wildlife Conservation Commission
Office of Human Resources
620 South Meridian Street
Tallahassee, FL 32399-1600

