

ACCESSIBILITY ACCOMMODATION REQUEST

Human Resources · Acme Corporation · Form HR-ACC-001



Complete all required fields and submit to HR. Processing time is 5–10 business days. Supporting documentation may be required.

APPLICANT INFORMATION

FIRST NAME *

Jordan

LAST NAME *

Mitchell

EMPLOYEE ID *

EMP-004821

DEPARTMENT *

Engineering — Platform Team

LINE MANAGER *

Sarah Chen

WORK LOCATION

London, UK (Hybrid)

NATURE OF ACCOMMODATION REQUIRED

Select all that apply:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Screen reader software (NVDA / JAWS) | <input type="checkbox"/> Ergonomic equipment |
| <input checked="" type="checkbox"/> Accessible document formats (PDF/UA, tagged PDF) | <input checked="" type="checkbox"/> Adjusted lighting / display settings |
| <input type="checkbox"/> Large-print materials | <input type="checkbox"/> Remote work arrangement |
| <input type="checkbox"/> Hearing loop / captioning | <input type="checkbox"/> Flexible working hours |

ADDITIONAL DETAILS

PLEASE DESCRIBE YOUR SPECIFIC REQUIREMENTS *

Require all internal reports and policy documents to be provided in accessible PDF/UA format. Currently using NVDA screen reader with display contrast set to high. Existing PDFs in the shared drive are not tagged and cannot be read with assistive technology.

REQUESTED START DATE

2025-11-01

SUPPORTING DOCUMENTATION

Medical certificate attached (see HR file)