APPENDIX 3

Reasonable Accommodation Language for Online ATS

41 CFR Appendix-B-to-Part-60-741(10)

*In order to ensure that contractors are providing equal opportunity to qualified individuals with disabilities, the OFCCP strongly recommends that notices are included on company websites acknowledging the level of accessibility of the online application system and offering reasonable accommodations where needed.*

*“Section 503 and its implementing regulations at 41 CFR Part 60-741, and VEVRAA and its implementing regulations at Part 60-300, require that contractors provide equal opportunity to qualified individuals with disabilities and disabled veterans. In addition, under 60-741.5 and 60-300.5, the contractor agrees to take affirmative action to employ and advance these individuals, including, but not limited to, ‘recruitment, advertising, and job application procedures.’ These job application procedures include online application systems.”*

**Many variations of the following samples may be used, including, but not limited to:**

* If you are a qualified applicant with a disability in need of an accommodation to complete the application process, please contact us at \_\_\_\_\_. EOE Disability/Veteran.
* COMPANY NAME is an equal opportunity employer, and as such affirms the right of every person to participate in all aspects of employment without regard to race, religion, color, national origin, citizenship, sex, age, veteran status, disability, genetic information, or any other protected characteristic. If you are interested in applying for employment and need special assistance or an accommodation to apply for a posted position, contact our Human Resources department via phone at \_\_\_ - \_\_\_\_ or email at \_\_\_ @ \_\_\_\_.
* COMPANY NAME is committed to providing a work environment that is free from unlawful discrimination and harassment in any form. COMPANY NAME will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship. If you are interested in applying for employment and feel you need a reasonable accommodation pursuant to the ADA, you are encouraged to contact us at \_\_\_\_\_.
* COMPANY NAME is an equal opportunity employer and, as such, affirms in policy and practice to recruit, hire, train, and promote, in all job classifications, without regard to race, religion, color, national origin, citizenship, sex, age, veteran status, disability, genetic information, or any other protected characteristic. COMPANY NAME will not discriminate against persons because of their disability, including disabled veterans, and will make reasonable accommodations for known physical or mental limitations of qualified employees and applicants with disabilities. If you are interested in applying and require special assistance or accommodations due to a disability, please contact our Human Resources department at \_\_\_\_.