



COOK COUNTY BUREAU OF HUMAN RESOURCES REQUEST FOR RELIGIOUS ACCOMMODATION

This form must be completed in its entirety by any Cook County employee or applicant who is requesting a religious accommodation pursuant to the Cook County Religious Accommodation Policy. The Cook County Equal Employment Opportunity (EEO) Office will not evaluate requests that are submitted on forms with incomplete fields. Forms that are missing information will be returned to the submitter for completion.

When complete, this form must be submitted to the EEO Officer at 118 N. Clark St., Room 834, Chicago, IL 60602, by email at EEO@cookcountyil.gov, or by fax at (312) 803-9654. If you have any questions, you may call the EEO Office at (312) 603-6577.

EMPLOYEE/APPLICANT INFORMATION

Name:		Employee ID #:
Best Contact Number:	Work Phone:	
Job Title:		
Department:	Work Location:	

IF NECESSARY, PLEASE USE ADDITIONAL SHEETS FOR ANY OF THE INFORMATION REQUESTED.

QUESTIONS TO DOCUMENT THE REASON FOR THE REQUEST

- (a) Please provide an overview of your religious practice or belief.
(b) Please describe the central tenets of your religious practice or belief for which you are seeking an accommodation.

- Please explain how your religious practice or belief conflicts with a County policy, practice, or schedule.

3. Approximately, when (date, year) did you begin to follow the religious practice or belief that is the basis of this accommodation request?

4. What, if any, are examples of outward signs of your observance of your religious practice or belief for which you are requesting an accommodation?

QUESTIONS TO CLARIFY THE ACCOMMODATION REQUEST

5. What specific accommodation are you requesting? (For example, time or space for prayer during workday, leave for a religious holiday or to attend a religious observance, modification to dress code or uniform, etc.) Please describe in detail and explain how the accommodation will resolve the conflict between your religious practice or belief and County policy, practice, or schedule.

6. Please state the date[s] or frequency of the requested accommodation (For example, daily, weekly, a specific date):

By signing below, I attest that I sincerely hold the religious practice or belief for which I am seeking accommodation. Further, I affirm that the information provided in this document is true and accurate to the best of my knowledge, and that any intentional misrepresentation contained in the request may result in disciplinary action, up to and including, discharge.

Employee/Applicant Signature	Date