

# Requesting an Accommodation for a Civil Service Exam

## If you need reasonable accommodation for your Civil Service exam, please read the following information:

Depending on an individual's needs, reasonable accommodation will be provided.

- After you have submitted your online application and have been invited to test, you will need to submit your request for accommodation to the Civil Service department.
- Please notify us as soon as you are invited to test so we have enough time to coordinate. If we are not given advanced notice we may not be able to provide the accommodation that you require.
- You must specify what the functional limitation is so we are able to accommodate appropriately. Documentation of the disability is required and must be issued from a licensed medical professional, a licensed vocational rehabilitation specialist, or any agency that issues or provides disability benefits. We have the utmost regard for privacy regarding this information, and only use it for the required purpose.
- If you have questions, you may call or email with the contact information listed below.

## The City of Spokane is an EEO / Veterans Preference Employer.

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status. As a Fair Chance employer, the City of Spokane does not conduct initial background screening for non-public safety positions.

Still have questions? Contact us!

We are here to help you navigate the process.

Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org)

Phone: 509.625.6160



Civil Service Commission

