



## PennState Health

If you are a qualified individual with a disability or a disabled veteran, you have the right to request a reasonable accommodation if you are unable or limited in your ability to use or access our online application process as a result of your disability.

To request an accommodation, please call **717-531-8440**. If you receive a voicemail prompt when you call, please be sure to provide us clear contact information so that we may return your call.

You may also email a request for accommodation to ***hrsolutions@pennstatehealth.psu.edu***.

- Information in your email should include:
  - IN SUBJECT LINE OF EMAIL: “**Accommodation Needed To Apply**” (this subject will ensure that your email is routed to the appropriate contact who will handle your request.)
  - Name
  - Email address or Contact Number
  - Job Title(s) and Job Requisition Number(s) that you are interested in applying to.

### **What will happen after you send an email?**

- Once we receive your call or email, you will then be contacted regarding next steps and how your application will be handled.

- Penn State Health will then determine the reasonable accommodation and communicate next steps.

*Important Notice: Penn State Health will only share information regarding the requested accommodation with those individuals who have a specific need to know.*

*Penn State Health is fundamentally committed to the diversity of our faculty and staff. We believe diversity is unapologetically expressing itself through every person's perspectives and lived experiences. We are an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.*

*If you are unable to use our online application process due to an impairment or disability, please call 717-531-8440 between the hours of 7:30 AM and 4:30 PM, Eastern Standard Time, Monday thru Friday, email [hrsolutions@pennstatehealth.psu.edu](mailto:hrsolutions@pennstatehealth.psu.edu) or download our Accommodation Instructions for Job Applicants PDF for more detailed steps for assistance.*