

DIVERSITY INCLUDES DISABILITY

Cornell University is committed to diversity and inclusiveness with the goal of providing an accessible, usable and welcoming environment for Cornell community members with disabilities. Learn more about initiatives, resources and our strategic plan for disability access at accessibility.cornell.edu. Find out about our [Disability Colleague Network Group](#), which provides education, mentorship and support to faculty and staff with disabilities.

Name _____ NetID _____ Date _____

SELF-IDENTIFICATION OF DISABILITY

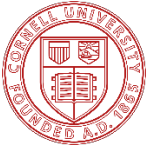
Cornell University is a federal contractor, receiving well more than one hundred million dollars in federal research grants. Therefore, Cornell is subject to the federal laws and regulations governing affirmative action in the workplace. The Office of Federal Contractor Compliance Programs (OFCCP) has set an aspirational goal of 7% of individuals self-identifying as having a disability.

Since you are requesting a reasonable accommodation based on a qualified disability, we ask that you please consider voluntarily self-identifying as an individual with a disability. By self-identifying, you help Cornell more accurately determine the diversity of our workforce and ensure individuals with disabilities are supported and represented throughout the institution. **Your information will remain confidential and will be used only for Cornell's affirmative action program.** Please select one of the following options:

- Option 1:** Submit the [online self-identification questionnaire](https://apps.hr.cornell.edu/employee/disability.cfm) (<https://apps.hr.cornell.edu/employee/disability.cfm>). Cornell NetID login is required.
- Option 2:** Complete and return the attached form with your disability accommodation request.

If you have any questions or concerns, please contact:

[Department of Inclusion and Workforce Diversity](#)
150 Day Hall - owdi@cornell.edu - 607-255-3976



VOLUNTARY SELF-IDENTIFICATION OF DISABILITY

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DO NOT HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your Name

Today's Date