



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 [HRHMC@hmc.psu.edu](mailto:HRHMC@hmc.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 Hershey Medical Center will then determine the reasonable accommodation and communicate next steps.

*Important Notice: Penn State Hershey S. Medical Center will only share information regarding the requested accommodation with those individuals who have a specific need to know. The Penn State Milton S. Hershey Medical Center is committed to affirmative action, equal opportunity and the diversity of its workforce. Equal Opportunity Employer – Minorities/Women/Protected Veterans/Disabled.*