

CITY OF SPOKANE CIVIL SERVICE: SUPPORTED EMPLOYMENT PROOF OF ELIGIBILITY
MUST BE ON OFFICIAL LETTERHEAD AND INCLUDE A SIGNATURE

DATE:

FROM:

To: Civil Service SEP Placement Coordinator

This letter serves as certification that _____ **[name of patient/
applicant]** is an individual with a disability for consideration under City of Spokane Civil
Service Rule V, Section 11 Supported Employment Exception for persons with disabilities.

I certify _____ **[name of patient/applicant]** is an individual:

- 1) Who has a physical or intellectual impairment which substantially limits one or more major
life activities, and which would cause participating in a civil service examination impracticable¹;
and
- 2) Who has a record of such impairment. The impairment must be material rather than slight;
static and permanent in that they are seldom fully corrected by medical replacement, therapy,
medication, or surgical means; and
- 3) Who is considered to be job-ready for the approved positions listed on the Certification of
Job Readiness Form².

I may be contacted at:

Printed Name

Signature

Organization street address, city, state, and zip

Phone Number

¹ Civil Service examinations can be written, physical fitness, performance, oral, or any combination thereof,
depending on the classification.

² Certification of job readiness does not indicate applicant meets minimum qualifications, only that they are
capable to perform the general functions of the classification.