

CITY OF SPOKANE CIVIL SERVICE: SAMPLE SUPPORTED EMPLOYMENT EXCEPTION
DOCUMENTATION

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 impracticable; 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 form. Check all that apply.

I may be contacted at:

Printed Name

Signature

Organization address, city, state, and phone

Notes:

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

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