

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.