

CERTIFICATION OF JOB READINESS FORM



Instructions: This form must be completed by a licensed medical professional, a licensed vocational rehabilitation specialist, or any agency that issues or provides disability benefits.

Provider – please review the job specifications below and check all positions that the applicant is certified as ready to perform. Please sign and date the last page.

Applicant – please submit this form with your application package.

Applicant Eligible: (Check all that apply)	TITLE	GENERAL FUNCTIONS	Tasks regularly require the following abilities. (with or without reasonable accommodation)
PROFESSIONAL			
	Accountant I	Professional level accounting work in the maintenance and review of fiscal records.	<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Write legibly. • Operate standard office equipment. • Use a computer and keyboard. • Move about a work environment.
	Business Systems Analyst I	Information technology support work and administrative coordination, emphasizing the maintenance and general administration of specialized computer programs and business systems within a City department.	<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Use hands to grasp, handle, or feel objects. • Reach with hands and arms, above the shoulders and below the waist. • Use a computer and keyboard. • Move about a work environment. • Stand or sit for extended periods of time.

CERTIFICATION OF JOB READINESS FORM

			<ul style="list-style-type: none"> • Lift, carry, push, and pull objects up to 20 lbs.
	Engineer in Training	Professional engineering work in connection with the planning, development, design, and construction of public works projects.	<ul style="list-style-type: none"> • Read fine print. • Understand and write technical reports. • Speak and listen to normal speech in person and on the telephone. • Use hands to grasp, handle, or feel objects. • Operate a computer, keyboard, and drafting equipment. • Move about a work site. • Considerable walking for field inspections • Work outdoors in heat, cold, and varying weather conditions.
TECHNICIAN			
	Cash Accounting Clerk I	Cashier work. Receives money from the public in payment of services, taxes, and licenses, calculates change, issues receipts, and provides general and technical information.	<ul style="list-style-type: none"> • Read fine print. • Converse on the telephone above the noise of various office machines or large equipment. • Speak with sufficient volume to be heard and understood over loud noises. • Repeated reaching, bending, and twisting. • Write legibly. • Operate standard office equipment. • Use a computer and keyboard. • Move about a work environment. • Stand or sit for up to four hours of continuous work with one 15-minute break. • Lift and carry objects up to 25 lbs.
	Electronics Technical Aide	Semi-skilled electronic/electrical and manual work in the construction, installation, maintenance, and repair of radio and various other	<ul style="list-style-type: none"> • Visual ability to discern shades of color and work on microelectronic circuits. • Speak and listen to normal speech in person and on the telephone. • Converse on a two-way radio.

CERTIFICATION OF JOB READINESS FORM

		<p>electronic/electrical systems and equipment.</p>	<ul style="list-style-type: none"> • Climb and work from high locations. • Work near high voltage. • Work in tight spaces. • Use hands to grasp, handle, or feel objects. • Handle precision tools and supplies. • Work in adverse conditions, such as dust, dirt, and odors. • Work outdoors in heat, cold, and varying weather conditions. • Lift, carry, push, and pull equipment up to 50 lbs.
PARAPROFESSIONAL			
	<p>Education Coordinator</p>	<p>Professional and technical work in developing, promoting, coordinating and conducting educational activities to communicate with students, school personnel, and the general public about specific programs and activities.</p>	<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Address a group of people. • Operate standard office equipment. • Use a computer and keyboard. • Move about a work environment. • Stand or sit for extended periods of time. • Lift, carry, and set up work supplies and equipment up to 30 lbs. • Travel between work locations.

CERTIFICATION OF JOB READINESS FORM

	Marketing Coordinator	Professional work assisting in promotion, advertising, public relations, and event development.	<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Address a group of people. • Write legibly. • Operate standard office equipment. • Use a computer and keyboard. • Move about a work environment. • Walk and climb stairs. • Stand or sit for extended periods of time. • Lift and carry work supplies and equipment up to 50 lbs. • Travel between work locations.
	Assistant Procurement Specialist	Procures materials, supplies, commodities, equipment, and services, and/or administers contracts.	<ul style="list-style-type: none"> • Read fine print. • Visually identify and locate objects. • Speak and hear normal speech in person and on the telephone. • Move about offices, warehouses, and other workspaces. • Walk, stand, bend, and sit. • Stoop, reach, and grasp with the hands and arms above the shoulders and below the waist • Write legibly. • Use a computer and keyboard. • Grasp, handle, or feel objects. • Lift, carry, push, and pull various materials.
	Planner I	Professional work in the areas of urban planning, zoning administration, subdivision administration, and community development.	<ul style="list-style-type: none"> • Read fine print. • Discern shades of color. • Speak and listen to normal speech in person and on the telephone. • Write legibly. • Operate a computer and keyboard. • Sit through long meetings or a full workday at a desk or table. • Travel between work locations.

CERTIFICATION OF JOB READINESS FORM

	Recreation Aide	Recreation program support work in various organized and monitored recreational activities.	<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Use hands to grasp, handle, or feel objects, tools, or equipment. • Participate in simple athletic events and program activities, which may require ability to walk, climb, crawl, kneel, reach, bend, and stoop. • Lift, carry, push, and pull objects up to 30 lbs. • May operate a motor vehicle
ADMINISTRATIVE SUPPORT			
	Office Clerk Assistant	Routine clerical and office support activities. Requires basic level computer skills.	<ul style="list-style-type: none"> • Read fine print. • Speak and listen to normal speech in person and on the telephone. • Operate standard office equipment. • Use a computer and keyboard. • Write legibly. • Move about a work environment. • Sit and stand alternately for up to four hours of continuous work with one 15-minute break. • Lift, carry, push, and pull objects up to 25 lbs.
	Customer Service Assistant		<ul style="list-style-type: none"> • Read standard text. • Speak and listen to normal speech in person and on the telephone. • Operate standard office equipment. • Use a computer and keyboard. • Stand or sit for up to four hours of continuous work with one 15-minute break.
SERVICE/MAINTENANCE			
	Custodian I	Routine custodial, maintenance, cleaning, building and grounds care.	<ul style="list-style-type: none"> • Read fine print.

CERTIFICATION OF JOB READINESS FORM

			<ul style="list-style-type: none"> • Speak and listen to normal speech in person and on the telephone. • Climb ladders up to 10 ft. high. • Walk, kneel, crouch, and bend. • Use hands to grasp, handle, or feel objects. • Use hand tools and supplies for manual work. • Stand while doing physical labor for up to four hours of continuous work with one 15-minute break. • Work in adverse conditions, such as dust, dirt, and odors. • Work outdoors in heat, cold, and varying weather conditions. • Lift, carry, push and pull objects up to 50 lbs.
	Laborer I	General manual labor.	<ul style="list-style-type: none"> • Read standard print. • Speak and listen to normal speech in person and on the telephone. • Speak with sufficient volume to be heard and understood over loud noises. • Converse on a two-way radio. • Use sense of smell to detect equipment damage. • Use hand tools and supplies for manual work. • Use hands to grasp, handle, or feel objects and operate equipment. • Walk, climb, crawl, and kneel. • Sustained walking or standing for up to four hours of continuous work with one 15-minute break. • Lift, carry, push and pull objects weighing up to 100 lbs. • Operate a motor vehicle.

CERTIFICATION OF JOB READINESS FORM

	Mail Courier	Routine courier work involving the collection and delivery of documents and other items.	<ul style="list-style-type: none"> • Read standard text and fine print. • Speak and listen to normal speech in person and on the telephone. • Move about a work environment. • Perform duties for up to four hours of continuous work with one 15-minute break. • Lift, carry, push, and pull objects up to 50 lbs. • Travel between work locations. • Operate a motor vehicle.
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I may be contacted at:

Printed Name

Signature

Organization name, address, city, state, and phone number