SUPPORTED EMPLOYMENT APPLICATION CHECKLIST

☐ Are you seeking full-time employment? If not, do not proceed with the steps below. Instead, head over to my.spokanecity.org/jobs/temporary-seasonal. No special documentation is required to apply for part-time opportunities.

☐ If you are seeking full-time employment you may need to wait until the next application window. It is recommended that you complete the next few steps prior to the application window so that you are ready to go when it opens.

☐ You can review the program details as well as download or print the required documents from my.spokanecity.org/jobs/supported-employment:
  - Proof of Eligibility Letter
  - Certification of Job Readiness

☐ Visit a licensed medical professional, a licensed vocational rehabilitation specialist, and/or any agency that issues or provides disability benefits to have the documents completed.
  - This is an important step that ensures applicants are qualified for the program. Applications will not be accepted if the required documents are not completed and attached.
  - The professional completing the documents must print the Proof of Eligibility on letterhead and sign it. The copy we provide is only a sample.

☐ Setup or update your profile on www.governmentjobs.com.
  - Make sure to include sufficient details regarding work experience and higher education.

☐ During the application window you can find the job posting for Supported Employment Opportunities on my.spokanecity.org/jobs.
  - Don’t forget to attach the required documents mentioned above.
  - If applicable, also attach unofficial college transcripts.

Congratulations! The application process is complete.