



# Light Duty Request – Employee Skills/Experience

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

Current Department \_\_\_\_\_ Current Position \_\_\_\_\_

Dates Requested: start date \_\_\_\_\_ expected date \_\_\_\_\_ (up to 6 month max)

Experience: (check all that apply) *(Please print clearly)*

Computer:

Microsoft Outlook \_\_\_\_ Basic \_\_\_\_ Intermediate \_\_\_\_ Advanced

Microsoft Word \_\_\_\_ Basic \_\_\_\_ Intermediate \_\_\_\_ Advanced

Microsoft Excel \_\_\_\_ Basic \_\_\_\_ Intermediate \_\_\_\_ Advanced

Microsoft Power Point \_\_\_\_ Basic \_\_\_\_ Intermediate \_\_\_\_ Advanced

Customer Service - Answering phones, drafting correspondence

Administrative - Copying, Scanning, Faxing, Filing, Sorting/Distributing Mail, Appointment scheduling

Accounting/Bookkeeping, Accounts payable / receivables

General Labor - facilities maintenance / repair

Systems Analysis

Fluent languages \_\_\_\_\_

Please provide a summary of your experience on the items checked above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Note:** Regular attendance is required upon acceptance of a light duty assignment. Normal call in procedures must be followed. The host department can request the removal of an employee’s light duty assignment if there are excessive absences or tardiness.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Email Completed form to [dpm@montgomerycountymd.gov](mailto:dpm@montgomerycountymd.gov) or fax to 240-777-5186

10/8/18