

Dear Applicant:

Attached is an application for WORKTEC. In that our work training and employment center is part of the Clayton County Board of Education, we utilize Board of Education applications and processes for all positions.

To complete the total application process, the following must be returned to us by the closing date of the job posting.

- (1) COMPLETED APPLICATION (*original will remain with the Board*)
- (2) Based on qualifications listed in Job Description – COLLEGE and POST GRADUATE TRANSCRIPTS with college seal; copy of GED, HIGH SCHOOL DIPLOMA or TRANSCRIPT; or copy of VOCATIONAL CERTIFICATION
- (3) APPLICANT'S WRITTEN DIALOGUE FORM - general view of working with people with disabilities and other unique barriers to employment; amplified information concerning your training, experience and personal qualifications; reasons you entered or are entering the field of employment and training of people with disabilities; brief explanation of your interest in employment with WORKTEC

In addition, two CLASSIFIED REFERENCE forms must be completed by your most recent employers and returned to the Human Resources Department, Clayton County Public Schools. Please complete the top box on each reference form and send the form to current or previous employers.

An application is considered incomplete if any of the above are not provided. You would therefore not be eligible for a position at WORKTEC.

Thank you for your interest in WORKTEC. We look forward to reviewing your application. All applicants being considered will be contacted to schedule an interview.

Sincerely,  
Dorothy Y. Cochran  
Executive Director