



April 1, 2019

Dear Staff of the St. Louis Job Corps Center

We are pleased to announce that **Serrato Corporation** has been selected as a major subcontractor in support of the CTT functions of the St. Louis Job Corps center.

Our transition team will be working hard to make the transition smooth, effective and a positive experience for both staff and students. We anticipate minimal disruptions to daily operations and will work cooperatively with both MTC and the current operator to schedule transitional activities during the month of April.

We have also established a website where applicants can review and apply for positions. Applicants can access the website at [www.contractortransition.com](http://www.contractortransition.com) beginning April 5, 2019.

Please have the following items available to bring to the transition office prior to the scheduled interview:

1. Driver's License & Medical Card (CDL Holders Only)
2. Government Issued ID in lieu of Driver's License
3. Transcripts, certificates, licensures, degree, diplomas and/or GED
4. Paystub
5. Social Security Card
6. Birth Certificate or Passport in lieu of Social Security Card

We are excited to partner with MTC and be part of the St. Louis Job Corps Center community, working with you to continue providing unparalleled services to our students and a positive work environment for our employees. Our emphasis will be on safety, teamwork, responsibility, respect and opportunities for advancement.

We look forward to meeting you in person and to learn about all the wonderful things you are doing in St. Louis.

Sincerely,



Ramon Serrato  
President/CEO