



September 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 September.

We have also established a website where applicants can review and apply for positions, this can be accessed at [www.contractortransition.com](http://www.contractortransition.com) beginning September 1, 2019. The website will also list important dates and additional information on offer letters, background checks, drug tests, and benefits meetings.

Welcome meetings will be held in conjunction with MTC on Tuesday, September 3rd at 2pm, 3:45pm and 8pm.

Once a job offer is made and accepted, the candidates will receive a new hire packet and will need to present two forms of identification such as a driver's license, social security card or birth certificate, or passport etc. Additional documentation may be required for the position you are applying for such as a medical card (CDL holders), transcripts, certificates, licenses, or any other education/training information. New hire packets, along with the above listed documentation, will be turned in to Ms. Andrea Avery, Director of Human Resources, who will be located in the transition office.

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