



October 1, 2020

Dear Staff of the Little Rock Job Corps Center,

We are pleased to announce that **Serrato Corporation** was awarded the contract to operate the Little Rock Job Corps Center with OA and CTS, effective November 1, 2020

Our transition team, which includes our subcontractor, LifeSkills Connections 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 Odle Management Group to schedule transitional activities during the month of October 2020.

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 October 1<sup>st</sup>, 2020. When you apply, you will be able to upload your check stub and resume, please have those ready before applying. The deadline to apply is October 4<sup>th</sup> and we will start interviews October 5<sup>th</sup>. You will be contacted by email or phone by Serrato Corporation to come at an appointed time for the interview.

Please be prepared to bring copies of the required following items to your 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. Copy of your resume – even if you uploaded
5. Paystub – if you have not uploaded
6. Social Security Card or Birth Certificate
7. Passport in lieu of Driver's License and Social Security Card/ Birth Certificate

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

We look forward to meeting you in person and learning about all the wonderful things you are doing in Little Rock.

Sincerely,

Ramon Serrato  
President/CEO