



PERSONNEL DEPARTMENT

MEMORANDUM

Date: December 3, 2012

To All Job Applicants:

The City of Sedalia has become a part of the Missouri Work Ready Communities initiative. This initiative is a work-related skills credential providing objective documentation of skills that is accepted nationwide. It is composed of three WorkKey assessments that measure skills critical to on-the-job success. These WorkKeys are: reading for information, applied mathematics, and locating information. Applicants who complete the process are awarded a national career readiness certificate.

The City recommends that all applicants submit a National Career Readiness Certificate (NCRC) along with the application for employment. Applicants can learn more about the NCRC at www.nationalcareerreadiness.org.

The Missouri Career center located at 215 E. 5th street in Sedalia, MO administrators the testing process for the National Career Readiness Certificate. They can be contacted at (660) 530-5627. The testing is free to all applicants who are at least 18 years or older. Their representatives will be pleased to help you in completing the testing process and earn a certificate.

Applicants may submit an application to the City without the NCRC certificate. The completion of the NCRC certification may become part of the evaluation process used by the City in evaluating applicants for potential jobs within the City of Sedalia.