

# Missouri's National Career Readiness Certificate Employer Partnership Letter

By completing this form, your business communicates support of the ACT WorkKeys® Assessment System and the National Career Readiness Certificate™ (NCRC) as the credential to document essential work-related skills in support of the county becoming a Certified Work Ready Community.

(Complete this form online at: <http://workreadycommunities.org/business/form>)

## Employer Support:

- We agree to recognize the value of the NCRC as an indicator of workplace skills and will accept and/or request the NCRC when hiring and/or promoting in our organization.\*
- We give permission to use our organization's name and logo in public awareness efforts to promote the NCRC.

## Employer Information: *(All information required)*

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Title \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Contact Website (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of Employees \*\* \_\_\_\_\_ Industry \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send this letter to:

CWRC Director, Division of Workforce Development  
421 E. Dunklin Street, Jefferson City, MO 65101  
Fax: (573) 751-8162 • Email: [cwrc@ded.mo.gov](mailto:cwrc@ded.mo.gov)



[www.NationalCareerReadiness.org](http://www.NationalCareerReadiness.org)

The National Career Readiness Certificate logo is a registered trademark of ACT, Inc.

\*NOTE: Please refer to the NCRC *Employer Handbook* published by ACT.

\*\*Number of Employees

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

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