

## Worksite Supervisor Forms

Please complete the two forms listed below, print and return originals to the Scott County Workforce Center. Sorry, we cannot accept faxes.

1. **Job Specification**

- **include union concurrence** (if needed)
- **complete Work Readiness form** (back side of form)

2. **Worksite Agreement**

- two copies of the Worksite Agreement with original signatures - completed & signed

**Send to:**

Scott County Youth Program  
Government Center West / CareerForce  
200 4<sup>th</sup> Ave West  
Shakopee, MN 55379  
Phone: 952-496-8510