

Dakota County Employment and Training Enrollment Checklist

Please check each item as you complete it, ensure all items are included with your application.

- Watch the Overview at mn.gov/deed/dakotascott (1-click Burnsville or West Saint Paul, then: 2-“About this WorkForce Center,” 3-“Partners and Services,” 4-under Services “For Workers Facing a Layoff”)
- A completed **Supplemental Questionnaire** (links available at mn.gov/deed/dakotascott)
- Photocopy of your Valid picture ID (Driver’s License, Minnesota ID, Passport, or other Government ID)
- Resume
- Validation of your Social Security Number (Copy of your signed Social Security Card or recent W-2)
- A completed **Program Application** (links available at mn.gov/deed/dakotascott)
- Men only (born after December 31, 1959) – a printout showing you are registered for Selective Services
 - To print documentation, go to www.sss.gov
 - ◆ Click on “Check a Registration” and then click on “Verify Now”
 - ◆ Enter Last Name, Social Security Number, and Date of Birth and secret code provided on the site – then click “Submit”
 - ◆ Print a copy of the page showing that you are registered
 - ◆ If you need assistance with this, please see the Resource Room staff.
- If you are a military veteran – a copy of your DD214, Member 4

Complete all checklist items to the best of your ability.

Once you have all of the materials printed and completed, turn them in at either location below, either in person or by mail *faxes and emails will not be accepted.*

- West St. Paul WorkForce Center
1 Mendota Road West, Suite 170, West St. Paul, MN 55118
- Burnsville WorkForce Center
2800 County Road 42 West, Burnsville, MN 55337

Once ***all*** of your paperwork is submitted, expect an email or phone call from an Employment & Training Counselor within **10 business days.**