

### **3 Ways to Submit Your Dislocated Worker Program Application:**

**1. Complete and Sign Electronically**

If you are able to complete and sign the application electronically, email your completed application to [careerforce.westsaintpaul@state.mn.us](mailto:careerforce.westsaintpaul@state.mn.us) or [careerforce.burnsville@state.mn.us](mailto:careerforce.burnsville@state.mn.us). *(Note: ability to sign the application electronically may depend on your device and what version of Adobe you are using. If you're having difficulty signing, try clicking on Tools, select Certificates and click on Digitally Sign. If that doesn't work, feel free to submit using option 2 below.)*

**2. Complete Electronically Without Signature**

If you are able to complete the application electronically but are unable to sign the application, email your completed application (without signature) to [careerforce.westsaintpaul@state.mn.us](mailto:careerforce.westsaintpaul@state.mn.us) or [careerforce.burnsville@state.mn.us](mailto:careerforce.burnsville@state.mn.us). Staff will then email the application back to you for an eSignature using DocuSign.

**3. Printed Hard Copy**

If you are unable to complete the application electronically and have access to a printer, you can print the application and complete it by hand. Mail or drop off (drop box available) your completed/signed hard copy application to:

CareerForce West St. Paul  
1 Mendota Road W, Suite 170  
West St. Paul, MN 55118

Questions, call 651-554-5955.