**SOUTHEAST PARTNERSHIP**

**CORRESPONDENCE/PC REGISTRATION**

**PLEASE PRINT – FILL IN FORM COMPLTETELY**

**EMPLOYEE INFORMATION**

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AT&T UID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone(\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_ Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Status: [ ] Regular Full-Time [ ] Regular Part-Time

Home Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Represented employees must have 6 months net credit service before applying.*

*TEMPORARY, TERM and MANAGEMENT employees are not eligible for PARTNERSHIP Services.*

**Circle Course Desired:(You may request up to two courses at a time, However, completion forms must be returned before requesting additional courses.)**

**Correspondence Courses**

[ ] **CT050** Improve Your Reading

[ ] **CT221** Improve Your Writing

[ ] **CT208** Basic Electricity

[ ] **CT310** Digital Communication & Computer Literacy

[ ] **CT220** Punctuation Plan & Simple

[ ] **CT903** Speaking Skills for Business Careers

[ ] **CT915** Excel 2010 Quick Steps Fast Reference

[ ] **CT920** Word 2010 Quick Steps Fast Reference

[ ] **CT223** Master Math Solving Word Problems

[ ] **CT224** Master Math Basic Math & Pre-Algebra

[ ] **CT803** Accounting

[ ] **CT225** 90 Days to Success in Sales

[ ] **CT574** Technical Mechanical II Practice Manual

**PC Software Courses**

[ ] **PC500P** Network Training Basic Electricity Review

[ ] **PC570** Basic Electronics

[ ] **PC571P** Digital Communication & Computer Literacy

[ ] **PC755P** Spanish on the Move

[ ] **PC855P** Typing Plus For Business

[ ] **PC736P** How to create Web pages(box includes Frontpage, Dream Weaver,

Photoshop, Web Design & HTML, Publisher & Flash)

[ ] **PC907P** Professor Teaches Microsoft Office 2010 Excel, Outlook,

 Powerpoint, Word,Access

***Certification***: By signing this application, I certify that the information I provided was true and correct, and that this training will be taken during non-work hours. I understand that any training reflected on my job title curriculum path is considered departmental and will not be approved through this process. Failure to send in a completion may have negative impact on my ability to register for subsequent correspondence courses.

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

**Return Application**:

***Mail To***: Employee Security Partnership

675 West Peachtree Street, NW

Suite 10L13

Atlanta, George 30308

***Fax:*** 1(877)440-5589

***Email***: gl5836@att.com