

How to Apply for a Walgreens Distribution Center Job For People with Disabilities

There are two ways to apply for a job at the Walgreens Distribution Center in Windsor, CT:

1. ***Apply through Walgreens Direct Hire***

People with and without disabilities may apply through Walgreens' recruiting process as direct hires. If you are a person with a disability who can succeed in a job at the Distribution Center **without additional social or work skill training**, then this may be the best way for you to be hired by Walgreens.

Walgreens' direct hire recruiting begins with an online application. If you do not have access to a computer, you can utilize a computer at your local library or the CT Department of Labor One-Stop Center nearest you. If you are not able to use a computer due to your disability, contact your BRS counselor or one of the other contact people listed on this website for further information about Walgreens jobs.

To apply for a job on the Walgreens website, follow these steps:

If you are applying for general warehouse worker or other hourly jobs:

Instructions for completing the application will be posted at on the site.

If you are applying for a management or human resources position:

- a. Go to www.walgreens.jobs
- b. Click on "Distribution Centers"
- c. If you are applying for a management or human resources position, click on this option.
- d. The screen will then say that you are leaving walgreens.com – click on "Enter"
- e. Choose the area where you will work – Windsor, Connecticut. Do not fill in the other parameters
- f. You will then see a list of the current job openings. Click on the job(s) you wish to view.
- g. To submit an application, click on "Submit your profile"
- h. Fill out the online application. If you wish to be included in Walgreens' outreach efforts for persons with disabilities, include the fact that you have a disability in your cover letter. If you are receiving services from an agency that serves persons with disabilities, include the name of the agency in the section that asks where you heard about the job.
- i. In addition to submitting your application, send a copy of your cover letter and resume to: kathleen.cawley@walgreens.com

2. ***Participate in the Walgreens Pre-Employment Training Program***

The other way to access jobs at the Walgreens Distribution Center is by participating in a pre-employment training program. If you are a person with a disability who needs additional training (in such areas as job skills, work or safety rules, social skills), then the best way for you to try to get a job at Walgreens may be by participating in this training program, which has been set up specifically for people with disabilities who need these additional skills in order to succeed in a job at the Distribution Center. Since there is a cost associated with participation in this training, you should apply for this training program through the appropriate sponsoring state agency, such as the Bureau of Rehabilitation Services, Department of Developmental Services, Department of Mental Health and Addiction Services or Bureau of Education and Services for the Blind,

depending on the nature of your disability. In addition, some school systems may sponsor students who are still in high school.