



Insert Department Letterhead Here

Month XX, 20XX

Recipient Name

Recipient Address

Recipient City, State & Zip Code

Dear [Candidate's first name],

WELCOME! The **[Department Name]** is pleased to extend a conditional offer of employment to you as an Extra Help **[Job Title]** at Step **X** at the hourly rate of **\$XX.XX**. This offer of extra help employment is conditional upon your successful completion of the required pre-employment in-processing session and your pre-employment background check, which may include fingerprinting. The anticipated length of employment is through approximately _____. This time frame may be adjusted to a sooner or later date depending on operational needs.

The attached packet, which includes a checklist, will provide you with the necessary information and forms to bring with you to your pre-employment Personnel in-processing appointment.

Your pre-employment in-processing appointment is scheduled for **[Date] at 1:00/1:30pm at the County Government Center Personnel Department, 701 Ocean St., Room 510**. Please refer to the attached *In-Processing Documents Checklist* to ensure you bring all the necessary documents to your in-processing appointment. This part of your in-processing will take up to four hours from arrival to release, so please plan accordingly.

Parking in the main lot is limited - please park in a *two-hour* guest parking spot. If there are no two-hour spaces available, please do not park in the one-hour spaces. Additional parking is available at metered parking spaces on Water Street as well as free parking on Ocean Street. You will be given a break during in-processing to place a parking permit in your car should the appointment go over two hours. Please pay close attention to parking time limitations and restrictions.

Once you have completed any pre-employment requirements for your position as well as in-processing, we will contact you to schedule your first day of work.

Additional information you may find helpful:

- Job description available at:

<https://sccounty01.co.santa-cruz.ca.us/personnel/salsched/salsched.asp>

- Employment opportunities to apply for open permanent positions can be found at:

www.santacruzcountyjobs.com

- For extra help employees in the General Representation Unit only, eligibility for benefits may be found at:

https://www.santacruzcountyca.gov/Portals/0/Personnel%20Files/LaborRelations/MOU_GenRep.pdf?ver=2024

Sincerely,

[Liaison Name]

[Job Title]

County of Santa Cruz **[Department Name]**

cc: SEIU Member Resource Center – mrc@seiu521.org (Only if SEIU Classification)