



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 includes a physical and/or lift test and may require 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 complete your pre-employment physical screening and to bring with you to the Personnel in-processing appointment.

Your pre-employment physical is scheduled for **[Date]**, at **[Time]am** at the **Agile Occupational Medical Center, located at 3601 Caldwell Drive in Soquel**. If you have any relevant medical documentation (such as an immunization record), please bring that as well. If you are under age 18, you will also need to bring a completed Parental Release Form (PER1025A) to your appointment. Current Agile policy requires you to wear a mask when attending your appointment. You should allow for up to 2 hours for your physical screening.

You are also scheduled to attend in-processing on the same day. In-processing will be held at **1:00/1:30pm at the County Government Center Human Resources 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. 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. You will be given a parking permit to place in your car during in-processing that will allow you stay in a two-hour space for the duration of your appointment. If there are no two-hour spaces

available, please do not park in the one-hour spaces as the parking permit will not apply to those 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 move your car into a two-hour space if needed. 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)