

**OFFER OF EMPLOYMENT TEMP
LATE
(STARTED BEFORE BACKGROUND CHECK HAS CLEARED – INCLUDES
RESTRICTIONS)**

City of Spartanburg Parks and Recreation

Date:

Dear _____

Re: Conditional Offer of Employment with restrictions

I am pleased to inform you that you have been selected for our current position of Volunteer Coach and/or Team Mom

In the initial recruitment process you were advised that this position is considered "critical" and, therefore, your appointment is contingent upon successful completion of a background check. We have not received the final results of your background check. However, as we discussed, you have agreed to begin your employment with our department on _____ pending completion of the background check. Until we receive the final results of your check you will be allowed to continue performing your duties as a volunteer. We reserve the right to end our volunteer agreement with you should the results of your background investigation not be successful. We will contact you as soon as the background check process has been completed.

Volunteers who will be working eight (8) hours, or more, per week will be required to pass a pre-employment drug screen.

Sincerely,

City of Spartanburg
Park and Recreation

Signature: _____ *Date:* _____

