

SAMPLE CANVASS LETTER – CONTINGENT PERMANENT

Date

Name

Address

Dear Candidate:

Your name currently appears on the eligible list established by the Dutchess County Personnel Department for the position of _____.
At present there is a vacancy for this position in the _____ at a starting salary of _____. This vacancy was created by a leave of absence of a permanent incumbent, and has the possibility of maturing to a permanent appointment at a later date. Therefore, we are filling this position on a Contingent Permanent basis, and the individual appointed will have all the rights and benefits of a permanent competitive class employee, subject to certain limitations as contained in the attached Rule on such appointments.

Since this is an inquiry as to your interest and availability, please complete the attached Canvass Response Letter and return it to this office within seven business days. Failure to reply to this canvass will be considered a declination by the Dutchess County Personnel Department and this office. If you decline a position, your name will be removed from further certification for this title unless specific declination is made for one or more of the following reasons: (a) insufficient compensation; (b) geographic location of position; (c) temporary inability, physical or otherwise, which must be satisfactorily explained by the applicant in writing; or (d) contingent permanent status of appointment.

[*optional*] If you are interested in this position, please call _____ at _____ to arrange an interview.

Sincerely,

Attachment: Rule for Contingent Permanent

10/31/05