



November 1, 2023

Dear Recreation Employee:

We would like to thank you for your dedication and hard work – we wouldn't be able to provide exceptional recreation facilities and activities without you! You are receiving this letter because you worked for the City of Eau Claire Recreation Division in 2023. Every year the City of Eau Claire Human Resources Department conducts annual background checks on Recreation employees.

**Who needs to complete this?**

All Recreation employees, even if currently scheduled to work, need to complete this process.

**Why is this important?**

We hope to see you back next year! If you respond to the questionnaire, and your background check is approved, you will not need to complete an application or fill out the new hire paperwork again. Save yourself some time!

If we do not receive the completed questionnaire by the deadline and you want to return in the future you would need to submit a new application, fill out the new hire paperwork again, and go through the full recruitment process.

**What do I need to do?**

1. Scan the QR Code or go to <https://tinyurl.com/ECRecreation> and fill out the questionnaire.
  - a. If you are interested in returning, you will be given additional directions on the questionnaire to complete a Background Check Application.
2. Wait for Recreation Staff to contact you!



**When does this need to be returned?**

Submit the questionnaire on or before December 1, 2023.

If you have any questions or concerns, please call 715-839-4921 or email [hr@eauclairewi.gov](mailto:hr@eauclairewi.gov).

Sincerely,

Human Resources Department  
City of Eau Claire