



Estherville Public Library

Letter to Applicants

RE: Candidates for Contract Janitorial Services

May, 2023

Dear Applicant:

Along with this letter, you should have received a draft MOU, and a background check form (Authorization to Access Records).

The current opening for contract janitorial services offers \$125.00 per week delivered through monthly payments. Services are expected to be performed outside of the facility's open hours on weekdays.

Contractors are not employees of the city and are not entitled to benefits of any kind.

Contractors must show proof of liability insurance coverage prior to their start date.

Some applicants, not all, will be contacted for an interview. Others will receive a letter when the position has been filled. The position will remain open until filled.

In addition to your completed **letter of interest**, we would like you to submit the **Authorization to Access Records form**. Be certain to include any applicable experience and references.

We thank you for your interest in the Estherville Public Library.

Sincerely,

Tena Sunde, Director

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