



**Administrative Offices
Recreation Division**

915 Menomonie Street, Eau Claire, WI 54703
(715) 839-5032 FAX (715) 839-1685

**Parks Maintenance Division
Forestry/Cemetery Division**

910 Forest Street, Eau Claire WI 54703
(715) 839-5039 FAX (715) 839-1693

May 1, 2019

RE: Request for Work Permit

Dear School Representative:

A work permit is requested for _____. The City of Eau Claire is interested in hiring this individual for employment with Eau Claire Parks, Recreation, and Forestry. Responsibilities include assisting with daily facility operations, facilitating community recreation activities, and possible food preparation and point of sale register operations. The assigned work hours will accommodate school schedules and extra-curricular activities.

Please do not charge the student for the work permit. The School District can invoice our Department directly. Payment will be issued by our Accounts Payable Department.

Thank you for assisting us with this request.

Respectfully,

A handwritten signature in black ink that reads "Dawn Comte".

Dawn Comte
Recreation Manager