

August 7, 2025

Dear Lisa Wright:

I'd like to welcome you to the Galion City Health Department on behalf of the entire staff. We are excited that you have accepted our job offer as a PRN Nurse at **\$22 per hour** as needed. Pending your background check and drug screening, your first day will be **August 18<sup>th</sup>, 2025** at 8:00am. Our dress code is business casual. The normal work schedule is Monday-Friday 8am-4pm. We hope that you are equally excited about your employment with us.

To help expedite the orientation process, you will find a packet of forms enclosed with this letter for you to complete. They include:

- a. Personnel File Data
- b. Confidentiality Agreement
- c. Authorization for Background Check (offer of employment pending results of background check)

Please bring these completed forms with you on your first day, along with the following items:

- d. Driver's License as well a second form of identification (i.e. birth certificate, social security card)
- e. Proof of Automobile Insurance
- f. Copy of Professional Licensure, College Transcripts (or diploma), HS diploma/ GED (if applicable)
- g. Copy of CPR or CPR/ First Aid Card (if applicable)
- h. Copy of Vaccination Record (titer statements are acceptable)
- i. Copy of Hep B Record (if applicable)

On your first day you will meet with your direct supervisor, Brandi Riddlebaugh, DON and other staff to learn about employment-related issues. You and Brandi will figure out a schedule that works for both of you to meet the training needs to do the job.

Again, welcome to the Galion City Health Department. If you have questions prior to your start date, please call/text me at 419-989-3189 any time or send an email if that is more convenient. We look forward to having you with us.

Sincerely,

*Andrea Barnes*

Andrea Barnes, REHS  
Health Commissioner