



**THOMAS J. DART**  
**Sheriff of Cook County**  
**Richard J. Daley Center**  
**50 Washington Street, Suite 704**  
**Chicago, Illinois 60602**

(Date)

Name  
Home Address  
City, State, Zip

**RE: Notification of Qualification**

Dear (Insert Candidate's Name),

This letter is to notify you that you have met the requirements for the position of \_\_\_\_\_ (*position title*) with the \_\_\_\_\_ (*department*) pursuant to the Minimum Qualifications set forth in the Bid Announcement and Article J. At this time you are not selected, however you are deemed Qualified and are eligible for future selection until the list expires on \_\_\_\_\_. There are a total of \_\_\_\_\_ Qualified Candidates. Your rank on the Seniority Plus Bid Transfer List is as follows:

<u>Employee Name</u>	<u>JDE#</u>	<u>Rank (based on Seniority)</u>
		___ out of ___

\*Note: The above rank information is as of the date of this letter and is subject to change due to factors such as attrition, disqualification, etc.

Although you are not selected at this time, you will receive notification if you are selected in the event of a future Seniority Plus Bid Transfer during the active period of the list. The procedures for the Seniority Plus Bid Transfer process can be found in the Sheriff's Employment Action Manual, Article J which is posted on the Sheriff's Office website: [www.cookcountysheriff.org](http://www.cookcountysheriff.org).

*I certify, that no political reasons or factors were considered in any decision I made or action I took relating to this employment action. Further, I do not know of, or have any reason to believe that, anyone else considered or took action based on political reasons or factors with respect to this employment action.*

Sincerely,

Department Head/Designee  
Department  
Cook County Sheriff's Office

cc: Robert Egan, Compliance Officer