

This is a letter of inquiry and NOT a tender of appointment.

Eligibles whose names have been certified may be communicated with by means of this form, to ascertain willingness to accept appointment. The nominating officer will forward written *declinations to the district secretary, with report of action on certificate*, but may retain acceptances.

INQUIRY OF ELIGIBLE REGARDING CERTIFICATION

----- Fifth ----- United States Civil Service District,

Office of the ----- District Director. -----

----- U. S. Immigration ----- Service.

Jacksonville, Florida,

----- April 12th, 1926 -----

----- Mr. Thomas A. Robinson, -----

----- Co. H, 8th Infantry, -----

----- Fort Moultrie, S. C. -----

*North Charleston, S. C.*

Sir (or Madam):

Your name has been certified for ----- probational ----- appointment\* to the  
(Probational or temporary.)

position of ----- Patrol Inspector ----- at a salary of \$ 1,680.00 per annum.

as eligible for service at ----- in Florida subdistrict -----

(~~for a period of ----- unless sooner terminated~~).

If you are willing to accept appointment, if tendered, please so advise the undersigned immediately, by means of Notice No. 1, on the reverse of this form. If you live in this city, and if you are willing to accept appointment, it is desirable that you call at the above office and bring this notice with you.

If you are not willing to accept the appointment, if tendered, please so advise the undersigned immediately, by means of Notice No. 2, on the reverse of this form.

Under the regulations of the Civil Service Commission, an eligible who declines a probational appointment will not again be certified, unless he shall request, in writing, the benefit of the remaining certifications which the rules allow, stating reasons, which must be satisfactory to the Commission, for declining the appointment.

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Respectfully,

(Signature) -----

*Thos. V. King*

(Official title) -----

District Director.

\* TO OFFICIAL USING ABOVE FORM: If appointment is to be probational, so indicate and cross out parenthetical part of first sentence; if appointment is to be temporary, so indicate and show the probable period in the blank space provided therefor.

*Important to the Eligible.*—Your reply to the request on reverse of this form should be by means of either Notice No. 1 or No. 2, below, and be *immediately* returned to the official from whom received. If you do not care to accept the appointment referred to, your answer in Notice No. 2 should specifically state reasons for declining, and further, whether you wish your name restored to the register.

*If you fail to respond to the request, your eligibility will be suspended.*

**NOTICE No. 1.—ACCEPTANCE.**

North Charleston, S.C. April 12, 1926  
(Place.) (Date.)

The District Director  
Jacksonville Fla.

Sir:

I am willing to accept the appointment referred to on reverse of this form, and if

I should be selected will report for duty on or after April 22, 1926

Thos. A. Robinson  
(Signature of eligible.)

\_\_\_\_\_  
(Street and number, or R. D. route.)

**NOTICE No. 2.—DECLINATION.**

\_\_\_\_\_, 19\_\_\_\_  
(Place.) (Date.)

The \_\_\_\_\_  
\_\_\_\_\_

Sir:

I am unable to accept the appointment referred to on reverse of this form, if selected, and hereby decline same for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

I wish my name restored for certifications, on and after \_\_\_\_\_, 19\_\_\_\_, and will accept at the salary and in the locality here indicated:

\$ \_\_\_\_\_, \_\_\_\_\_  
(Salary.) (Locality.)

\_\_\_\_\_  
(Signature of eligible.)

\_\_\_\_\_  
(Street and number, or R. D. route.)

Written declinations will be forwarded by nominating officers to the district secretary, with report of action taken on certificates.