

P.P.

December 23, 1963

Miss Carole Warner
28, Crossways
Three Bridges
Crawley, Sussex
England

Dear Miss Warner:

With regard to your application for an appointment, I should like to answer your questions serially.

The position available at the Institute is that of an EEG Recordist (a position which we term "EEG Technician"). The initial salary for this position is \$320.00 per month. Appointments are on a temporary basis during the initial six months, and then go on a permanent basis. It is our custom to consider the first six months a training period, and as soon as new appointees have shown their proficiency in their position, the Director of the service has the privilege of recommending a change in salary status. This usually accompanies the change from temporary to permanent status.

It is customary to work between 40 and 44 hours per week, with the actual hours of work set by the Director of the service.

With regard to traveling expenses, the Institute is now able to advance traveling expenses from England to St. Louis, subject to the following conditions. If your work is satisfactory to the director of the laboratory, you will continue to work for a period of one year. In the event that you leave voluntarily for personal reasons, that you are willing to repay the travel allowance in full if such departure is within the first six months, and

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prorated during the subsequent six-month period.

If this position interests you, I should be grateful if you would call on Dr. Margerison and permit him to provide us with a recommendation. In addition, I should like to have the names of two other referees, a handwritten curriculum vita and a small photograph, if possible.

Sincerely yours,

Max Fink, M. D.
Director

MF:mlg