



6330 W. Charleston Blvd., Suite 190
Las Vegas, NV 89146
(702) 822-4200 Phone

LETTER OF INTENT TO HIRE

This form to be completed by employer or authorized representative

Prospective employee Last Name: _____ **First Name:** _____ **MI:** _____

Last four digits of SS#: _____

Unemployment Insurance (UI) Account No: _____ *Or Federal Tax ID No:* _____

****To be eligible, employer must have an Unemployment Insurance (UI) account and be current with payments to Unemployment Contributions****

Verification date of UI Account: _____ / _____ / _____
Staff Initials _____

Company Name (per UI Account) _____

Doing Business As (DBA) _____ Phone # (_____) _____ - _____

Address _____

City _____ State _____ Zip Code _____

Will Health Benefits be offered (circle one) Yes No

Employee Position Information

Est. Employment Start Date _____ / _____ / _____ **Starting Wage \$** _____ **Per** _____
(Hour, Day, Week, Month, Year)

Job Title _____

Start of this employment is contingent upon purchase of the following items (provided customer does not already have items):
(Attach sheet as necessary)

1. _____ 2. _____

3. _____ 4. _____

Employer Certification:

I certify that this is an offer of **full-time, permanent employment** (Full-time = 32 hours or more per week). The above item(s) are necessary to start this employment and are required by all newly hired employees in this position.

(PRINT OR TYPE) AUTHORIZED SIGNATURE NAME AUTHORIZED SIGNATURE / DATE

Client Certification:

I certify that I have been offered and have accepted **permanent employment** with the employer listed above. I understand the purchase(s) made by the One-Stop Career Center for my use on the job remain the property of the One-Stop Career Center and the State of Nevada until I have **worked at least two weeks**. If I do not start or voluntarily quit my employment prior to the two weeks, I will return item(s) to the One-Stop Career Center Staff.

CUSTOMER SIGNATURE / DATE ONE STOP STAFF SIGNATURE / DATE

INTENT TO HIRE FORM INSTRUCTIONS & CHECK LIST

POTENTIAL EMPLOYEE:

You must meet eligibility requirements and have the following documentation to receive assistance:

- I am unemployed or underemployed (please circle one)
- I have an offer of full-time, permanent employment (at least 32 hours per week guaranteed)
- I have a current Picture ID, issued by a government agency
- I have a Social Security card or number that can be verified
- I have a completed Intent to Hire Form
- I am 18 years old (assistance may be given to those under 18 with work permit)
- If you have collected unemployment, please bring Unemployment Insurance (UI) Debit card, UI Pay stub or printout from the Unemployment Insurance Department
- If not a U.S. citizen, proof of legal status is required (Resident card)
- All males born after 01/01/1960 must comply with Selective Service Registration requirements. Selective Service Registration can be verified at www.sss.gov .
- Proof of residence: Valid Nevada Driver License or ID, current mortgage statement with client's Nevada address shown, current lease agreement with client's Nevada address shown, current utility bill with client's Nevada address shown.
 - Acceptable Utility Companies Include:
 - NV Energy
 - Southwest Gas
 - Las Vegas Valley Water District, North Las Vegas or Henderson water bill.
 - Clark County Water Reclamation District (Sewer Services)
- Three personal references: Name (relatives and/or friends in the state or out of state) and telephone numbers.

POTENTIAL EMPLOYER:

Please ensure the following:

- All information requested has been provided (all blanks have been filled in)
- The Potential Employee has passed the employer's required drug and/or physical test(s) and background check prior to the completion of the Intent to Hire Form.
- The projected date that the Potential Employee will start to work
 - Note:** This date must be specific and must be within 10 calendar days of the date the Intent to Hire Form is signed.
- The items required for the Potential Employee to start work are checked off and/or listed
- The Employer Certification section is signed and dated by the hiring authority
 - Note:** The signature must be original, photo copies will not be accepted
- Copy of a police department work card application has been given to the Potential Employee
 - Note:** A Purchase Authorization will not be issued without this application form

TO RECEIVE ASSISTANCE, THE POTENTIAL EMPLOYEE MUST:

- Take the completed Intent to Hire Form, with the required documentation, to the One Stop Career Center office on Monday through Friday between the hours of 8:00 am to 4:00 pm.
- Meet **ALL** eligibility requirements before Purchase Authorization form(s)/vouchers will be issued.
- **NOTE: This process can take up to 3 hours.** Please allow enough time to complete the process prior to 5:00 pm.
- Take the Purchase Authorization(s)/vouchers to the authorized Vendor(s) to obtain the item(s) listed on the Intent to Hire Form.