



## Foundation for an Independent Tomorrow Employment Triage Project

Some jobs require workforce items prior to beginning work, such as: a health card, work boots, uniforms, tools, transportation assistance, etc. FIT offers immediate assistance with these items to individuals who have a verifiable letter-of-intent from an employer. The letter-of-intent should include the position, start date, hourly wage, and items needed to begin work.

Please return the completed form to FIT at 1931 Stella Lake Street Las Vegas, 89106 (702) 367-4348

### LETTER OF INTENT TO HIRE

**This form to be completed by employer or authorized representative**

Prospective employee Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Employer Company Name (per UI Account) \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ 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 = 30hours 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

### **Basic Eligibility Requirements:**

- 1) Must Be 18 Years of Age or Older
- 2) Must Be a Citizen or Legal to Work in the US
- 3) Must Have a Valid Social Security Number
- 4) Must Have a Valid ID

Auxiliary aids and services are available upon request to individuals with disabilities. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may also be made available with twenty-four (24) hour advance notice. FIT is an Equal Opportunity Employer/Service Provider.