



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 (\$10), and items needed to begin work. **To be eligible to receive services employment must be considered a full-time position of at least 32 hours weekly.**

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 # (_____) _____ - _____

PLEASE NOTE THAT A FIT REPRESENTATIVE WILL CONTACT THE COMPANY LISTED ABOVE FOR VERIFICATION

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: (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 and a minimum of \$10 hourly). 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 Authorized to Work in the US
- 3) Must Have a Valid Social Security Number
- 4) Must Have a Valid ID