



Healthcare and Institute LLC

## Conditional Offer of Employment

✓ Date: \_\_\_\_\_

✓ Name: \_\_\_\_\_

✓ Address: \_\_\_\_\_  
\_\_\_\_\_

Dear: \_\_\_\_\_

I am pleased to extend this conditional offer of employment to you. This offer of employment is conditioned upon the successful completion of our employment screening process, which includes the verification of your educational credentials, licensure, references, a criminal history record search and any other state required criteria. Although your employment may commence prior to the completion of our screening process, we reserve the right to rescind this employment offer should there be any discrepancies in the information you provided on your application or should a barrier crime to employment be uncovered. This offer will become effective the first day of your employment with us which will be the first date you provide services to a client.

At this time we are requesting copies of the items listed below. If you do not currently have these in your possession, you **MUST** bring these items into us before the first date in which you would provide services to one of our clients.

- Copy of Licensure or Certification
- Copy of Negative TB performed within last 12 months
  - Copy of CXR Results if applicable to positive TB
- Copy of current CPR Card
- Applicable I-9 Supporting Documentation
- Health Certificate/Physical
- Copy of state specific in-services (if applicable)

Additionally, this letter and our offer of employment are not intended to create a contract of employment. Employment with us is on an "at will" basis, which means either you or the company may separate the employment relationship at any time, with or without notice or cause.

We are confident you will enjoy the challenges our company provides, and that you will make a valuable contribution to the growth of our company. Best personal wishes for a long and successful career with us!

Sincerely,

Erainer Odom

Agency Representative

✓ Employee Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_