



STATE OF NEVADA
DEPARTMENT OF EMPLOYMENT, TRAINING and REHABILITATION
CAREER ENHANCEMENT PROGRAM
BUSINESS'S OFFER OF EMPLOYMENT AND LETTER OF INTENT TO HIRE

This form to be completed by employer or authorized representative (please complete form in ink only)

Prospective employee
 Last Name _____ First Name _____ MI _____

Employee telephone number: _____ Employee e-mail address: _____

EmployNV State ID: _____ *(To be completed by Nevada JobConnect Staff)*

Business's Legal Company Name (per UI Account) _____

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

Address _____

City _____ State _____ Zip Code _____

Unemployment Insurance (UI) Account No. _____

Or Federal Tax ID No _____

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

Verification date of UI Account _____ / _____

NJC Staff Initials _____

Employee Position Information

Est. employment start date _____ / _____ / _____ Starting Wage \$ _____ Per _____

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 has verified I-9 documentation for the perspective employee? YES | NO

Business Certification

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

 Authorized Name (Print or Type) Authorized Signature / Date

Client Certification

I certify that I have been offered and accepted **full-time, permanent employment** with the employer listed above. I understand the purchase(s) made by the Career Enhancement Program for my use on the job remain the property of the State of Nevada, Department of Employment, Training, and Rehabilitation until I have worked **at least two weeks**. If I do not start or separate employment prior to the two weeks, I will return item(s) to JobConnect Staff.

 Customer Signature / Date JobConnect Staff Signature / Date

An Equal Employment Opportunity Employer/Program
 Auxiliary aids and services are available upon request for individuals with disabilities
 TTY (800) 326-6868 or Nevada Relay 771



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CAREER ENHANCEMENT PROGRAM
Intent to Hire Letter Instructions & Checklist

NOTE: The Career Enhancement Program (CEP) does not assist with Driver's Licenses, ID Cards, or Bus Passes.

Potential Employee:

You must meet the eligibility requirements for the Career Enhancement Program (CEP) and have the following documentation to receive funded assistance:

- I am unemployed.
I have an offer for full time, permanent employment (Note: Minimum 32 hours per week guaranteed at time of hire).
I have a current I-9 Documentation for identity verification (passport, driver's license, military ID, alien registration, etc.).
I have a Social Security number that can be verified.
I have a Letter of Intent to Hire form completed by an employer.
If applicable - I have a certified copy of my birth certificate to apply for a police department issued work card. (Note: Required only if you are 25 years old or younger and obtaining a work card from Las Vegas Metro Police Dept.)

To Receive assistance the potential employee must:

- Meet CEP eligibility requirements before purchase authorizations voucher(s) will be issued.
Once purchase authorizations vouchers are issued, you must go to the designated provider to obtain the items listed on the Letter of Intent to Hire to begin employment.

Employer:

Please ensure the following:

- The Letter of Intent to Hire is completed and all requested information has been provided (Note: All fields have been completed except for the EmployNV State ID; this will be completed by a Nevada JobConnect staff person).
A projected start date that the potential employee will start work has been completed. (Note: This must be a specific date and must be within 10 calendar days of the employer authorized signature date.)
Items required by the employer for the potential employee to begin work on the projected start date are listed. Items must be required for all employees for the specific job. (Note: Purchase Authorizations will not be issued without the completed form.)
The Employer Certification section of the Letter of Intent to Hire is signed and dated by an authorized representative of the employer. (Note: The signature must be original in ink; photo copies will not be accepted.)
If applicable: the potential employee has passed the employer's required drug and/or physical test(s) and background check prior to the completion of the Letter of Intent to Hire.
If applicable per county: A copy of a police department work card application has been given to the potential employee.
The completed Letter of Intent to Hire must be emailed to the nearest JobConnect Office. A Workforce Service Representative will contact the client via phone and email the voucher(s) to the email provided on the Letter of Intent.

If you need additional information regarding this procedure or any other services provided by Nevada JobConnect, please contact one of the following offices:

Carson City - (775) 684-0400

1929 N. Carson St.

Elko - (775) 753-1900

172 Sixth Street

Ely - (775) 289-1616

1500 Avenue F, Ste 1

Fallon - (775) 423-5115

121 Industrial Way

Henderson - (702) 486-0300

4500 E. Sunset Road, Ste. #40

Lake Mead - (702) 486-0001

710 W. Lake Mead Blvd

Las Vegas - (702) 486-0100

3405 S Maryland Parkway

North Las Vegas - (702) 486-0200

2827 Las Vegas Blvd North

OneStop Career Center - (702) 822-4229

6330 W. Charleston Blvd. Ste. 190

Reno - (775) 284-9600

4001 S. Virginia St. Ste H.

Sparks - (775) 284-9520

2281 Pyramid Way

Winnemucca - (775) 623-6520

475 W. Haskell Ste. #1

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