



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 = 32hours 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](http://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.

# Employment Work Cards

## One Convenient Location

3160 S. Valley View Blvd, Ste 108, Las Vegas, NV 89102

Call or Text: (888) 860-3031 • [www.Classes.Vegas](http://www.Classes.Vegas)



### CPR Certification



ext.1

Enroll at [CPRSociety.org](http://CPRSociety.org)



### Lifeguard Classes



ext.2

Enroll at [LifeguardSociety.com](http://LifeguardSociety.com)

Employ NV Provider Name: **Classes.Vegas**

Vendor Name: Lifeguard Society / Program: Lifeguard Training



### Alcohol Cards



ext.3

Enroll at [AlcoholDaddy.com](http://AlcoholDaddy.com)



### Fingerprinting



ext.4

Visit [VegasFingerprints.com](http://VegasFingerprints.com)



### Food Handler Training Food Manager Cards



ext.5

Enroll at [NevadaFoodCards.com](http://NevadaFoodCards.com)