

# INTENT TO HIRE FORM INSTRUCTIONS & CHECK LIST

**NOTE:** The Career Enhancement Program (CEP) DOES NOT assist with Driver's Licenses, ID Cards or Bus Passes

## POTENTIAL EMPLOYEE:

**You must meet CEP eligibility requirements and have the following documentation to receive assistance:**

- I am unemployed
- I have an offer of full time, permanent employment (at least 30 hours per week guaranteed)
- I have a current Picture ID, issued by a government agency
- I have a Social Security number that can be verified
- I have a certified copy of my birth certificate to apply for a police department issued work card  
**Note:** Required only if you are getting the card from Metro and you are 25 years of age or younger
- I have a completed Intent to Hire Form

## TO RECEIVE ASSISTANCE THE POTENTIAL EMPLOYEE MUST:

- Take the completed Intent to Hire Form, with the required documentation, to a Nevada Job Connect office on Monday through Friday between the hours of 8:00 am to 4:00 pm.
- Meet CEP eligibility requirements before Purchase Authorization form(s) 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) to the authorized Vendor(s) to obtain the item(s) listed on the Intent to Hire Form.

## EMPLOYER:

**Please ensure:**

- 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.
- All information requested has been provided (all blanks have been filled in)
- 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

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

### NEVADA JOBCONNECT LOCATIONS

**Las Vegas Office**  
3405 S Maryland Parkway  
Las Vegas, NV 89169  
(702) 486-0100

**North Las Vegas Office**  
2827 Las Vegas Boulevard North  
North Las Vegas, NV 89030  
(702) 486-0200

**Henderson Office**  
4500 E. Sunset Road, Ste. #40  
Henderson, NV 89014  
(702) 486-0300

**EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**AUXILIARY AIDS AND SERVICES AVAILABLE UPON REQUEST FOR INDIVIDUALS WITH DISABILITIES**  
**TTY (800) 326-6868 OR NEVADA RELAY 711**



STATE OF NEVADA  
DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION



CAREER ENHANCEMENT PROGRAM  
EMPLOYER'S OFFER OF EMPLOYMENT AND 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: \_\_\_\_\_ / \_\_\_\_\_  
NJC Staff Initials

Company Name (per UI Account) \_\_\_\_\_

Doing Business As (DBA) \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**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 (30 or more hours 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.

\_\_\_\_\_  
(PRINT OR TYPE) AUTHORIZED SIGNATURE NAME AUTHORIZED SIGNATURE / DATE

**Client Certification:**

I certify that I have been offered and have 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 voluntarily quit my employment prior to the two weeks, I will return item(s) to JobConnect Staff.

\_\_\_\_\_  
CUSTOMER SIGNATURE / DATE / JOBCONNECT STAFF SIGNATURE / DATE

DISTRIBUTION: Original (NJC)

CEP Letter of Intent (Rev 2/ 11)

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