## Contingent Offer Letter Template for Civil Service

<Date>

CONFIDENTIAL

Candidate Name

Address

Address

Dear <Name>:

I am pleased to offer you the Civil Service position of <Civil Service Classification> in the department of ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your appointment will be at <X> percent time with a proposed annual salary of $\_\_\_\_\_\_\_\_\_, and with a proposed start date of\_\_\_\_\_\_\_\_\_\_\_\_.

[Add any personal comments you want to make about the appointment.]

This offer is contingent upon your successful completion of a criminal background check process in accordance with the University of Illinois Background Check Policy. Following your acceptance of this offer, you may receive an email from HireRight Customer Support, [noreply@hireright.com](mailto:noreply@hireright.com). The background check process will not begin until you provide authorization by responding to email from HireRight Customer Support, [noreply@hireright.com](mailto:noreply@hireright.com). Please respond promptly to this request. You can find the University policy, the Urbana campus Guidelines for Implementation of the Background Check policy, and a set of Frequently Asked Questions (FAQ’s) at <http://humanresources.illinois.edu/supervisors/hiring-employees/background-check.html>.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment.  For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899).

Other pre-employment assessments may be required, depending on the classification of Civil Service employment for which you are being offered employment. Please contact your hiring unit regarding any additional requirements after the background check process is complete.

Please know that if you are not already employed on campus, you will be required to document eligibility for employment as required by the Immigration Reform and Control Act of 1986 (I-9 form) on or before your first day of work.

Note that no work can be performed prior to completion of the criminal background check process and, if required, other pre-employment assessments and the I-9 form.  As we discussed, the starting date for this position is ***<***date***>*** or as soon as possible after completion of the criminal background check and other required processes.

Please return a signed copy of this offer or provide email acceptance of this offer to [<unit](mailto:nrenfrew@illinois.edu) contact name/e-mail> by <date>.

Sincerely,

<Unit Contact Information>

I, [Name], accept the above offer.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_