**Contingent Offer Letter template – non-clerical Extra Help**

                                                                                                <Date>

CONFIDENTIAL

Name

Address

Address

Dear Name:

I am pleased to offer you an appointment as an Extra Help <title> employee in <unit name> at an hourly rate of pay of $\_\_\_\_\_.

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 [UniversityofIllinoisHR@geninfo.com](mailto:UniversityofIllinoisHR@geninfo.com). The background check process will not begin until you provide authorization by responding to the email from [UniversityofIllinoisHR@geninfo.com](mailto:UniversityofIllinoisHR@geninfo.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>.

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, 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 process.

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_