



Conditional Hire Employee Acknowledgement and Agreement

I hereby acknowledge and agree that any offer of employment that has been made to me by the University of Illinois is contingent upon my successful completion of any background checks and other pre-employment assessments, including but not limited to any self-disclosure required as part of the application process, that may be required for the position that I have been offered. Because any offer of employment is subject to this contingency, I acknowledge and agree that I cannot act in reliance on the notion that my employment with University is assured until that contingency has been fulfilled.

I further acknowledge and agree that the University reserves the right to rescind or withdraw any offer of employment based upon the results of the background checks and other pre-employment assessments that may be required for the position. I acknowledge and agree that, if for some reason I am permitted to begin employment prior to the completion of any required background checks or assessments, the University reserves the right to terminate that employment – based upon the results of those background checks or assessments in accordance with state and federal law or based upon my omission or failure to provide complete and accurate information relating to any past criminal convictions in accordance with any applicable HR policy or procedures. Furthermore, if the contingency to successfully complete any requisite background checks and other pre-employment assessments, including but not limited to any self-disclosure required as part of the application process, is not fulfilled, I acknowledge and agree that I am not entitled, and hereby waive any right that I may have, to any notice rights or rights to continued employment that may be afforded to employees under University policy or statute.

I understand that I may request a copy of any report obtained by the University relating to me, and that I may challenge the accuracy and completeness of the report in the manner permitted under state or federal law.

NOTE: This Conditional Hire form should **ONLY** be used when the applicant has been approved to begin work prior to completion of the background check process.

NAME (PLEASE PRINT)

SIGNATURE

DATE

COLLEGE/UNIT HR CONTACT (NAME)

DATE

ILLINOIS HUMAN RESOURCES APPROVAL

DATE