



# WHITMAN COLLEGE

## EMPLOYMENT OFFER FORM

**A verbal offer contingent on satisfactory completion of background checks was made to:**

Legal name (First, MI, Last) \_\_\_\_\_ Start date \_\_\_\_\_

Position title \_\_\_\_\_ Position code \_\_\_\_\_

Department \_\_\_\_\_ GL number \_\_\_\_\_

Is this position budgeted?  Yes  No Pay rate \_\_\_\_\_

FLSA (check one)

Pay class (check one)

Exempt

Salary

Professional nonexempt

Hourly

Nonexempt

FTE \_\_\_\_\_ Hrs/yr \_\_\_\_\_ Mos/Yr  12 mos  10 mos  9 mos Hrs/wk \_\_\_\_\_

Has this person previously worked at Whitman?  Yes  No

All internal and interviewed candidates have been notified?  Yes  No

**If not, please explain and share when you will notify candidates.**

All printed applications/resumes shredded  Yes  No Post-offer physical required  Yes  No

*If a background check has not been done previously, one is required. Additionally, all new employees must complete and sign a Sexual Misconduct Declaration, Authorization and Release Form, and Human Resources will send a request for each prospective employee's current and past employers who are institutions of higher education to indicate whether or not the prospective employee has been found responsible for, is being investigated for, or left employment while being investigated for sexual misconduct.*

Please acknowledge that you have made an appointment at Human Resources for this prospective employee to complete work authorization paperwork, including Form I-9, W4 and direct deposit. Note that acceptable forms of documentation to complete the [Form I-9](#) can be found on [page 3](#).

Supervisor name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_