

**HIRE CONTINGENT FORM AT MSU-EFFECTIVE APRIL 6, 2020**

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dear \_\_\_\_\_:

Congratulations on your new position \_\_\_\_\_ with department \_\_\_\_\_. The Coronavirus Pandemic has had an impact on the daily operations of many businesses across the United States. The third-party vendor, HireRight, that we utilize for completion of background screening reports, is experiencing court delays.

To not impose hardships on the department or the applicant, Michigan State University has agreed to allow the applicant to be hired on a contingent basis, dependent upon if the National Sex Offender Registry returns results of "Not in Registry" and "Meets Company Standards".

*This job offer is contingent upon the following: Successful completion of a satisfactory background check.*

In the event the background screening results have a negative adverse impact on the hiring decision, the employment will be terminated, and wages will be compensated for hours worked.

Please review this letter in its entirety and indicate your acknowledgment and acceptance of the conditional offer by signing below and return to your supervisor by insert date: \_\_\_\_\_.

If you have any questions about the conditional offer, please contact your hiring manager.

Name: \_\_\_\_\_ via phone: \_\_\_\_\_ or email: \_\_\_\_\_.

Printed Candidate Name: \_\_\_\_\_

Hiring Manager Name: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_