

Jacobs School of Music

Intent to Hire

Please complete and return this request to jsompay@indiana.edu at least 2 weeks before expected start date.

Please note: Employees are prohibited from working until all payroll requirements and employment verifications have been met.

Department:

Start Date:

Account:

Supervisor:

End Date:

Sub Account:

Last Name, First Name	Preferred Name	University ID	Position Title	Email Address	Hourly Rate	Current Student?

By submission of this document I have agreed and acknowledged that the names submitted in this intent to hire form are not certain, and that the prospective employment process may cease at any time due to one or more of the following reasons: a) The intent to hire was not sent with enough time to process the hire, b) The prospective hire could not produce documents to verify his/her/their ability to work legally within the United States, c) The prospective hire failed to respond to verification requests or email correspondence, d) The employment letter for the hire was not submitted, and/or e) The prospective hire has submitted incorrect documentation or information that has caused either the Background check or Employment Verification to result in denial and/or the inability to process the verification request. Further I have acknowledged that I will dutifully inform my prospective hires that they will NOT begin work until fully cleared and notification of completion has been sent by the Jacobs School of Music Business Office or Payroll Staff.