



255 Executive Drive, Suite 309
Plainview, New York 11803
Tel: (516) 338-8777 Fax: (516) 338-9099

Conditional Hire/Title & Salary Request

This form is used to identify a potential staff person. This form does not guarantee hire but serves to notify A-1 Universal Care, Inc. of a potential staff person and allows us to begin processing his/her application and completing all mandated background checks. Once all checks are completed and forms signed, the participant and person/designee will be contacted regarding hire status.

Date:

Name of Participant:

Participant/Designee Email:

Participant/Designee Tel#:

Name of Conditional Hire:

Tel# (Best Contact):

Email (Best Contact):

If approved, what program will applicant work in: Community Habilitation Respite

If approved, what salary will applicant start at: Rate must be included in participant's current approved budget.

Community Habilitation \$ Respite \$

If approved, how many hours per week will applicant work: Applicant may not work more than 40 hours per week cumulatively.

Community Habilitation Respite

Does Applicant have competency in basic computer skills including mobile applications, web-based sites and software systems? YES NO (Must possess these basic skills to qualify)

Signature of Participant/Designee

Date(mm/dd/yy)

Signature of Conditional Hire

Date(mm/dd/yy)

This form can be faxed to (516) 338-9099 or emailed to selfdirection@a1universalcare.org Attn: Human Resources

FI Processing: Received Date:

Approval Date:

Signature: