

**Letter of Intent to Hire**

**DATE**

This is a Conditional Offer of Employment for the 2021-2022 school year offered to

**\_\_\_\_\_\_\_\_\_(applicant)\_\_\_\_\_\_\_\_\_\_\_\_\_.** **\_\_\_\_\_\_\_\_\_\_\_(school)\_\_\_\_\_\_\_\_\_\_\_** is offering you a teaching position for the 2021-2022 school year that is contingent upon the successful completion of all pre-employment requirements and laws governing employment as a public-school teacher in Florida. Your expected start date is August 10, 2021.

***PRE-EMPLOYMENT REQUIREMENTS:*** You must satisfy the following:

* **Education Certification:** Applicant must provide one of the following:

A valid Statement of Eligibility issued from the FLDOE and a copy of official transcripts

A copy of a valid teaching certification and a copy of official transcripts.

* **Background Check:** Must submit fingerprints and clear a Level 2 background check.
* **Completed General Employment Application**
* **Completed On-Boarding Packet**

This packet will be emailed to you by Human Resources

***Candidate:***

I understand that I must complete the above pre-employment requirements. I further understand that this an offer of employment and is not an employment contract. This offer may be rescinded at the discretion of the hiring manager or due to my inability to meet the above pre-employment conditions.

I declare that:

I have read, understand, and accept this conditional employment offer and agree to abide by its terms.

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Applicant Signature Date

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Pasco County Schools Administrator Date

Questions regarding this offer, should be directed to the administrator responsible for issuing the offer. Should you have other HR related questions, please email [hr@pasco.k12.fl.us](mailto:hr@pasco.k12.fl.us)