



Conditional Hire / Title and Salary Request

(To be used for new hires that have not been cleared to work through Human Resources)

Date: _____

Name of Participant: _____

Contact Email for Participant or Designee: _____

Contact Phone Number for Participant or Designee: _____

Name of Conditional Hire: _____

Contact Email: _____

Contact Phone Number: _____

* Conditional hire does not guarantee candidate’s hire, it allows Independent Support Services to process their application and other necessary forms as required and perform all state mandated background checks. Once background checks and necessary forms are completed and reviewed the candidate and participant or designee will be contacted with approval to hire.

If approved what position/ title will candidate have: _____

If approved what salary will candidate start at: _____

Signature of Participant or Designee/ Date

* This form can be faxed to 845-794-8168 or 631-532-1633 or you can email the form or the information requested in an email to hr@issny.org

For HR use only

Date received: _____

Date entered into payroll system: _____