

CONDITIONAL JOB OFFER

It is the policy of this organization to issue a written conditional job offer based on several contingencies, including but not limited to the following:

This offer is conditioned upon successful verification and/or completion of the employee's reference checks, education, employment experience, licenses, certifications, state police criminal history record check, fingerprinting, FBI background check, driver's license and other screening procedures used to assess the applicant's good moral character and overall suitability to be employed for this position.

The offer of employment is also conditioned upon the successful completion of a health screening including but not limited to a pre-employment physical, TB test and substance screen test. Such health screenings will be conducted at a health care facility, clinic or health care professional office selected by Touchstone Services, Inc. The cost associated with these screenings will be paid directly by Touchstone Services, Inc.

Additionally, this conditional job offer is contingent upon the applicant's ability to submit appropriate documentation establishing his/her identity and his/her right to be lawfully employed in the United States as determined by the Immigration Reform and Control Act of 1989.

Any information gathered from the background check screening and health screening shall be kept confidential and disclosed only to Touchstone services, Inc. personnel involved in hiring decisions. The information may also be disclosed to state and federal agencies as authorized by state or federal law.

Finally, this conditional offer of employment is contingent upon the employer's ability to verify the accuracy and truthfulness of all of the information provided on the job application and throughout the hiring process.

Touchstone Services, Inc. is an equal opportunity employer and it will not discriminate on the basis of race, sex, religion, national origin, marital status, age, weight, height, color, disability or veteran status in the hiring of employees.

This conditional offer is also conditioned upon the applicant's full cooperation with the production of references, obtainment of signed releases, consent forms, criminal history records, and the obtainment of any other information required by employer policy or state or federal law. Failure to comply fully with all of the requirements within ten (10) business days will result in the automatic withdrawal of this offer.

This conditional job offer does not alter in any way the at-will status of employment.

If the required screenings and background checks are not completed within ten (10) business days, then this conditional offer of employment shall be withdrawn.

Applicant Signature

Date

Employer Signature

Date