**CARES**

**Request to Hire Process**

Upon completion of a search and selection of a candidate please complete the form below and return to the CARES Office, Building One, Room C303 or email april.morales@va.gov.

Provide wet signature or save as PDF, sign and email.

The CARES office will prepare a packet of information to be mailed to the candidate. This packet will include CARES employment forms; and a letter of offer detailing the salary, benefits, terms of employment and obligations of the employee. This letter will be signed by the CARES Executive Director and is the official offer of employment to the candidate.

You may consult with the CARES Executive Director at any time if you need assistance or have questions.

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| **Name of Candidate/Employee:**       |
| Complete Home Address Below |
|       |
|       |
|       |
| Contact Telephone #: |       |
| Contact Email Address: |       |
| Citizen [ ]   | Non-Citizen [ ]  |
| Title of Position: |       |
| Tentative Start Date: |       |
| Full Time [ ]  Part Time [ ]  Work Hours Per Week      |
| Intermittent [ ]  | Temporary [ ]  |  |
| Is Candidate Currently a VA Employee? YES [ ]  NO [ ]  |
| Hourly Rate:       |
| Investigator:       |
| Funding Source:       |
| VA Project # if known:       |
|  |

 ***Attach Position Description***

 ***Attach Resume***

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| ***Indicate below which specific computer access will be needed (VISTA, CPRS, viewing patient’s records, charting, etc.)*** |
|       |

|  |  |  |  |
| --- | --- | --- | --- |
| Investigator Signature |  | Date |  |

***Some information you may find useful:***

CARES estimates a fringe benefit rate of 30% for all new hires. The actual rate will be based on the employee classification (see below) and elective benefit choices made by the employee.

* **Full-Time Employee** (30-40 hrs/wk) Entitled to full benefits (e.g. leave accrual, health benefits, 401k).
* **Part-Time Employee** (20-29 hrs/wk) Entitled to pro-rated leave accrual, participate in 401k (must meet requirements) (not health benefit eligible).
* **Part-Time** (<20 hrs/wk), **Intermittent** and **Temporary Employee** (<6 months) Not benefit eligible.