



Today's Date

Applicant's Name

Applicant Address Line 1

Applicant Address Line 2

Dear Applicant's First Name:

It is our pleasure to confirm our offer of your employment with INSPIRE, Idaho Connections Academy ("the school") for the position of Administrative Assistant, as described in the INSPIRE, Idaho Connections Academy Administrative Assistant job description. Your starting hourly rate will be \$Salary, paid semi-monthly, with a pro-rated XX% bonus potential and a pro-rated salary review on July 1st of each year. This position is classified as twelve (12) months, regular, full-time, non-exempt, for wage and hour purposes. Hourly employees are paid for hours worked in the pay period following the period in which the hours were recorded (i.e. hours worked from the 1st through the 15th of the month are paid on the final business day of the month). Your first day of employment is scheduled for Start Date, or as mutually agreed upon, and you will be reporting to Name of Supervisor, INSPIRE, Idaho Connections Academy's Title of Supervisor, at our office in Boise, Idaho.

As a full-time employee, you will be eligible to participate in our employee benefits program on the first day of the month following 30 days of employment. Your scheduled work days, holidays, and paid time off will be allocated according to the policies in the Employee Handbook. This position requires participation in the Idaho State Retirement System.

Our offer is contingent upon satisfactory reference and background checks, final board approval, and receipt of all company documents, agreements, and acknowledgements. In accordance with the requirements set forth in the Immigration and Control Act of 1986, you must also submit documents certifying your right to work in the United States. In addition, you will be required to sign our Work Product Ownership and Non-Disclosure Agreement.

This offer of employment is not a contract, either express or implied, and your employment at INSPIRE, Idaho Connections Academy is on an "at will" basis, which means that either you or INSPIRE, Idaho Connections Academy can terminate your employment at any time with or without cause or notice. You are subject to the terms and conditions contained in the Employee Handbook.

Applicant's First Name, we are pleased to have you join our team. If you have any unanswered questions or if there is any way we can help you further, please do not hesitate to call. Congratulations on your new position, and we wish you much success at INSPIRE, Idaho Connections Academy. Please signify your acceptance of this offer by signing below.

Sincerely,

Marcia G. Moore
President – Board of Trustees
INSPIRE, Idaho Connections Academy

Acknowledgement of Acceptance:

Signature _____

Date _____