

## Form for Potential Candidates

1. Please complete this form for any potential new hire and email it to [hr@thesummitgrp.com](mailto:hr@thesummitgrp.com), with the resume attached.
2. HR will issue an offer letter.
3. After acceptance of the offer letter, onboarding instructions will be sent to the new hires, including background check and drug screen.

### Contact Information-

Applicant's Legal Name: gweiu

Email Address: john.smith@email.com

Phone Number: (123) 456-7890

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### Offer Letter Specifics-

Job Title: Software Engineer

Start Date: 2024-10-01

Location: New York, NY

Reports To: Sarah Thompson

Department: Engineering