

06/23/2021

Scott Jacobs

7640 Palm Road
West Palm Beach, FL 33406

Dear Scott,

The Florida Court Clerks and Comptrollers / CiviTek (FCCC) is pleased to offer you an internship in the position of System Intern reporting to Dan Jaap, Systems Engineering Supervisor.

The FCCC's offer of employment and your acceptance by signature below by June 24, 2021 is pursuant to the following:

- Your internship anticipated start date will be **July 1, 2021**. The internship will not go beyond June 30, 2022. Your normal work week will be no more than 30 hours.
- You must provide documentation establishing your identity and right to work in the United States. The attached Form I-9 is enclosed describing the documents you must bring with you on your first day of employment.
- Your starting wage will be **\$17.00** per hour. This is an FLSA, non-exempt position.
- The training and experience gained in this internship would be similar to the education you would receive in a school setting. In addition, the experience gained in this internship is linked to the education you are currently receiving or anticipate starting and maybe counted as course credit.
- This position is not entitled to any FCCC benefits which includes health insurances, 401(k) or paid leave time.
- Confirmation that you are not related nor in a consensual relationship with any current employee of the Florida Court Clerks and Comptrollers or CiviTek.
- This position will abide by the normal workplace conduct policies as any other person within the FCCC. These policies will be provided to you for review and signature.


This letter is not intended to be a contract for or guarantee of employment, and neither this letter nor our prior conversations should be viewed as a limitation on the right we each have to terminate our employment relationship at any time.

On behalf of the FCCC and our staff members, we want to welcome you to the "team" and are looking forward to our professional relationship.

By signing below, you attest that you have read and understand the stipulations of this internship relationship.

Sincerely,

Scott Hartsfield

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| Candidate Response | |
| Signature | |
| Offer Status: | Offer Accepted |
| Signer Name/Initials: | Scott Jacobs |
| Login Id: | scottie61224@gmail.com |
| Date Electronically Signed: | June 23, 2021 at 6:50:54 PM EDT |
| Electronic Signature captured and verified by  | |