**Information for offer of Employment**

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| **1. Personal Information** | |
| Full legal name (as it appears on passport or official documents) |  |
| First name (if ignored will use the first part of full name) |  |
| Last name (if ignored will use the last part of full name) |  |
| Nationality |  |
| Current address |  |
| Phone number |  |
| Email address |  |
| **2. Recruitment informations**  **PLEASE JOIN THE CV with your request** | |
| TA who sourced the candidate (or the Business Manager if no TA was involved). |  |
| Tools used (Job board, T4s...) |  |
| Cooptation (Name of the employee) |  |
| Years of experience (candidate) |  |
| **3. Contract type and conditions** | |
| W2 at will | contingent OL, if yes explain reasons (name of the client if needed) |
| 1099 individual | contingent OL, if yes explain reasons (name of the client if needed) |
| 1099 C2C, employer details:  Name and adress: | contingent OL, if yes explain reasons (name of the client if needed) |
| **3. Work Authorization & Visa Status (if applicable)** | |
| Green Card  US Passport  Visa E2  Other (please specify): | |
| **4. Position & Compensation Details** | |
| Job title |  |
| Start date |  |
| Salary proposed (per hours for contractors or annual gross salary for W2)  **[INCLUDE SALARY UNIT]** |  |
| Bonus structure (if applicable) |  |
| Manager |  |
| **4. Employment Conditions** | |
| Work schedule (full-time/part-time) |  |
| Client requirements (Background check and drug test) |  |
| **5. Please describe the employee’s main duties and responsibilities to be included in the employment contract.** | |
| *Example: Support Commissioning, Qualification, and Validation (CQV) activities related to vaccine manufacturing processes, including Cleaning Validation, Equipment Qualification, and Process Validation. Author and execute protocols and reports in compliance with regulatory standards*. | |
| **6. Contingent contract information** | |
| Client Name |  |
| Client Location |  |
| Client Response Date |  |
| Deadline Response Date |  |