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Director



## DEPARTMENT OF LABOR AND EMPLOYMENT

WORKFORCE DEVELOPMENT PROGRAMS

633 17<sup>th</sup> Street, 7<sup>th</sup> Floor  
Denver, Colorado 80202-3627

### Bonding Procedures

Bonding is available to employers who hire ex-offenders and other "at risk", hard to place job seekers. Please complete the following form: The form may be mailed to: Colorado Department of Labor and Employment, Workforce Development Programs: Attention: Kerri Owen, 633 17<sup>th</sup> Street, Suite 700, Denver, Colorado, 80202. Telephone number (303)318-8961, Fax (303)318-8934 or **email** [kerri.owen@state.co.us](mailto:kerri.owen@state.co.us)

#### Statement of Intent to Hire

Company Name: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Please Check: Private For-Profit \_\_\_ Private Non-Profit \_\_\_ Public Sector \_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Hiring Authority: \_\_\_\_\_

Name of Employee to be hired: \_\_\_\_\_

Social Security Number of Employee: \_\_\_\_\_

Justice Involved?: Y/N:

Employee Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Job position: \_\_\_\_\_

Hourly Wage: \_\_\_\_\_ Hours work p/wk: \_\_\_\_\_

Fax or mail form. Upon receipt of this "Statement of Intent to Hire", a letter will be issued to the employer indicating the issuance of a bond. Within a few weeks, the employer will receive a Fidelity Bond directly from CHUBB. Bonds are written for \$5,000, are non-deductible, and are valid for six months from the start date or issuance of the bond.