

REQUEST TO HIRE PROSPECTIVE EMPLOYEE FORM

This form is for those licensed under the Medical Marihuana Facilities Licensing Act (MMFLA) that are requesting to hire an employee with a pending charge or controlled-substance related felony conviction in the last 10 years pursuant to section 405 of the MMFLA.

General Information	
Main Applicant/Licensee Legal Name:	Main Applicant/Licensee Prequalification Record Number (e.g., ERG-000000):
Name of Requestor:	Name of Prospective Employee:
Provide the assumed name or DBA being used at the location (if applicable):	Provide the license number (e.g., PC-000000):

Required Documents:

1. A copy of the arrest report that resulted in the employee's conviction or pending charge.
2. A copy of the employee's conviction documentation if available.
3. A written statement from the licensee that includes:
 - The prospective employee's job title.
 - A description of the prospective employee's job duties.
 - An explanation of the steps the licensee will take to ensure the conduct that resulted in the prospective employee's pending charge or conviction will not jeopardize the facility's operations if the conduct were to reoccur. If the prospective employee's conduct that resulted in the conviction is totally unrelated to the job duties that he or she will be performing, include a statement to that effect.

***If documentation does not exist, provide a detailed explanation stating why the documentation is not available.**

Provide a Description of the Request:

Signature & Declaration

I attest the information I provided on this Request to Hire form is true and accurate and that I will comply with the requirements of the Medical Marihuana Facilities Licensing Act (MMFLA) and associated rules. I understand that falsified or fraudulent information could subject the licensee to disciplinary action as provided in the MMFLA and associated rules.

Signature: _____ **Date:** _____

Printed Name: _____