

## **I am a job seeker. How do I use the Federal Bonding Introduction Letter?**

The Federal Bonding Introduction Letter is a valuable tool for certain job seekers to use with prospective employers. You can find the letter on the Oregon Federal Bonding Program website: [bonds4jobs.oregon.gov](https://bonds4jobs.oregon.gov). It seeks to increase employer confidence in hiring by informing employers about the Federal Bonding Program, which provides fidelity bonds for the first six months of employment at no cost to either the job seeker or the employer. Below are instructions on how to use it.

## **What do these fidelity bonds do?**

These bonds protect employers against potential losses due to employee theft, forgery, larceny, or embezzlement. Each bond offers \$5,000 of loss protection for the first six months of employment, with the possibility of requesting multiple bonds up to five bonds or \$25,000 based on business necessity. Bonds can be applied to any full or part-time job unrelated to cannabis or firearm sales (self-employed or 1099 employees are not eligible). This can be particularly beneficial for people who have:

- Justice system involvement: record of arrest, conviction, or imprisonment
- Substance use disorder: history of alcohol or drug use disorder
- Poor credit history or bankruptcy (if relevant for the job)
- Dishonorable discharge from the military
- Lack of employment history (youth, adults) or receives Temporary Assistance to Needy Families (TANF)
- Current use of a temporary staffing agency for the hiring process

## **Instructions for job seekers**

1. Enter your name:
  - Type your name in the space provided in the first paragraph of the letter before printing (recommended).
  - If the letter will be shared electronically (such as attached to an email), type your name in the space and save the document in PDF format.
2. When to provide the letter:
  - Choosing the right time to provide the Federal Bonding Introduction Letter can be challenging. It is highly recommended that job seekers work closely with staff at their local WorkSource Oregon center for personalized guidance.
  - It is recommended that you do not share the letter during your first interaction(s) with an employer (such as attaching it to your application or including it in your first inquiry email).
    - i. For example, you may decide to wait until you have spoken with the hiring manager and explained why you are the best candidate for the job first before deciding whether to provide the letter.
    - ii. In some cases, the letter may not be necessary if the employer has no concerns and offers you employment.

To find and contact the closest WorkSource Oregon center closest to you, visit [www.worksourceoregon.org/contact](https://www.worksourceoregon.org/contact)

If you have questions about the Federal Bonding program, contact Celina Kirnberger at (503) 947-8205 or [Celina.A.Kirnberger@employ.oregon.gov](mailto:Celina.A.Kirnberger@employ.oregon.gov)