



Oregon

Tina Kotek, Governor

Employment Department

875 Union Street NE

Salem, Oregon 97311

503-947-1394

employment.oregon.gov



Dear Hiring Personnel,

I am writing to introduce _____, who is eligible to participate in the Federal Bonding Program (FBP). This program offers fidelity bonds for the first six months of employment at no cost to the applicant or the employer. This bond provides an insurance guarantee against loss in cases of employee theft, forgery, larceny, or embezzlement up to \$5,000. If necessary, the program can issue multiple bonds per employer, covering up to \$25,000.

The FBP is designed to support the employment of job seekers who may experience barriers to hiring due to:

- Involvement with the justice system (record of arrest, conviction, or imprisonment)
- Substance abuse (history of alcohol or drug abuse)
- Poor credit history or bankruptcy (if relevant for the job)
- Dishonorable discharge from the military
- Limited employment history (youth, adults) or receives Temporary Assistance to Needy Families (TANF)
- Employment through temporary staffing agencies

Please note that these bonds apply to both full-time and part-time positions in most industries, except jobs related to cannabis or firearm sales. Those who are self-employed and contractors (1099 employees) are not eligible.

To request a bond for _____, please complete the request form on our website within the first two weeks of their employment: <https://bonds4jobs.oregon.gov/>. The bond becomes effective on the employee's first day of work, or the day of your request if employment has already started.

After sending in your request, the Union Insurance Group of Chubb Insurance Co. will send you a copy of the fidelity bond within 15 working days. If you would like to continue coverage beyond the initial six months, continued protection is available at a standard commercial rate, but only through the Federal Bonding Program.

Thank you for considering this unique opportunity to support employment through the Federal Bonding Program. Should you have any questions or need more information, please do not hesitate to contact us.

Sincerely,

Kate James

Federal Bonding Program Coordinator

Oregon Employment Department

Kathleen.W.JAMES@employ.oregon.gov

(971) 375-3660