

**State of Louisiana Division of Administration
Conditional Offer of Employment**

Section 1: Position Information

To be completed by the Section.

Applicant: Review your job title and salary. **Do NOT** modify anything on Page 1.

APPLICANT INFORMATION:

Name: _____

Email Address: _____

Personnel #: _____ **Phone:** _____ **Alt Phone:** _____

JOB OFFER INFORMATION:

Section or Division: _____ **Job Title:** _____

Classification:

- ☐ Classified
☐ Unclassified

Salary Offered:

- ☐ Hourly
☐ Bi-Weekly
☐ Annual

Job Type (select one)

- ☐ Probation ☐ Permanent ☐ Job Appointment (2 year) ☐ Job Appointment (4 year) ☐ WAE ☐ Student

Action Type

- ☐ New Hire ☐ Rehire ☐ Transfer w/out break in service* ☐ Promotion ☐ Probation in lieu of promotion
☐ Resignation /Probation ☐ Demotion ☐ Position # Change ☐ Detailed to Special Duty ☐ Rehired retiree

*If transfer – agency transferring from: _____

Security/safety-sensitive position requiring criminal history check? ☐ Yes ☐ No

OFFER MADE BY:

Name: _____ **Date:** _____ **Phone:** _____

Applicant Background Questions

To be completed by Applicant in OHR

Note: Answering “Yes” to the following questions does not automatically disqualify you from employment. Consideration will be given to the nature of the offense(s), age at the time of offense(s), sentence imposed, criminal history, and employment record.

1. Have you ever been on probation or sentenced to jail/prison as a result of a conviction, guilty plea, or nolo contendere (no contest) to a felony charge?

☐ Yes ☐ No

If you answered **Yes** to **Question 1**, provide details below. Attach extra pages if necessary.

	Offense Charged	Date	Location (Parish/County, State)	Sentence	Current Status
1					
2					
3					

2. Have you ever been fired from a job or resigned to avoid dismissal?

☐ Yes ☐ No

If you answered **Yes** to **Question 2**, provide details below. Attach extra pages if necessary.

Conditions of Employment

All the following conditions must be satisfied before this conditional offer becomes a final offer of employment.

1. You must take and pass a drug screening test. The test will be scheduled by Human Resources at no cost to you after you return this form.
2. If this position has been designated safety-sensitive and/or security-sensitive, you must authorize in writing and pass a criminal history check.
3. You must satisfy all requirements for the position, including State Civil Service minimum qualification requirements for this position.
4. Prior to employment, all male employees age 18-25 must be registered with Selective Service (www.sss.gov)
5. Louisiana participates in the Federal E-Verify program. You must provide original or certified documents for identification and employment eligibility: social security card, birth certificate, and a government-issued photo ID.
6. You must agree to receive wage and compensation payments via direct deposit through electronic funds transfer to a bank, savings and loan, or credit union authorized by the DOA. You must also comply with international ACH Transaction (IAT) rules.
7. You must agree to allow recoupment of any funds received in error, without the necessity of any action other than prior notification to you of the amount paid in error.
8. You must acknowledge receipt of Form SSA-1945 (Federal Social Security Protection Act of 2004, Public Law 108-203), which explains that earnings from this job will not be used to determine eligibility or to calculate the amount of potential future Social Security benefits.
9. Per Act 264 of the 2013 Regular Session: if employed in an unclassified position earning more than \$100,000 annually, you must maintain a valid Louisiana driver's license, and all vehicles titled in your name must be registered in Louisiana.

Acknowledgment

I understand the above terms. I further understand that this is a Conditional Offer of Employment – not a final Offer of Employment – and that this offer may be withdrawn at any time.

Applicant Signature: _____ **Date:** _____

OHR Official Signature: _____ **Date:** _____