DIVISION OF ADMINISTRATION
CONDITIONAL OFFER OF EMPLOYMENT

TO BE COMPLETED BY THE SECTION:

Applicant Name:_____SS#:_____ Personnel #:_____
(Please print)

Applicant Phone Number: (home)_____(work)_____(cell)_____

This is a **Conditional** Offer of Employment to a position with the:_____
(Section or Division)

In the job title of:_____Salary Offered:_____

In the following status:_____
(Permanent status) or (Probationary status for up to 24 months) or (Other-please specify)

_____Transferring w/out a break in service _____New Hire _____Retiree Rehire _____Other-(Please specify)
(Please check all that apply)

This position has been designated as a security-sensitive position and a criminal history check must be performed. ____yes ____no

This conditional offer has been made by:

Name:_____ Date: _____ Phone: _____

TO BE COMPLETED BY THE APPLICANT IN OHR:

Have you ever been on probation or sentenced to jail/prison as a result of a felony conviction or guilty plea to a felony charge?

_____ Yes _____ No If "Yes", give the law enforcement authority (city, police, sheriff, FBI, etc.) the offense, place and disposition of the case: _____

_____

Have you ever been fired from a job or resigned to avoid dismissal? _____ Yes _____ No

Are you currently a party to any litigation, claim, arbitration, mediation or any other action against the State of Louisiana or any of its departments or divisions? _____ Yes _____ No

NOTE: Answering "Yes" to the above questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

The conditions which must be met in order for this offer to be made a final and real offer of employment include, but are not limited to:

1) **You must take and pass a drug test.**

2) **You must agree, in writing, to allow a criminal history check to be conducted if this position has been designated as a security-sensitive position.**

3) **You must meet all requirements for the job title including, but not limited to, meeting the Department of State Civil Service (DSCS) Minimum Qualification Requirements for the position, and, the salary you may be offered must be verified to be in compliance with Division of Administration (DOA) policy and DSCS rules. The salary must be approved by the appointing authority.**

4) **All male prospective employees, ages 18 through 25, must be registered with Selective Service (this can be done on the Internet at: http://www.sss.gov).**

5) **The State of Louisiana is a participant in the Federal E-Verify program. You must provide original or certified documents for identification and employment eligibility purposes: social security card, birth certificate, and a government issued picture ID.**

6) **You must agree to receive wage and compensation payments via direct deposit, through electronic transfer of funds, into a checking or savings account at a bank, savings and loan, or credit union which is authorized by the DOA and comply with the International ACH Transaction (IAT) rules.**

7) **You must agree to allow recoupment of any and all funds received by you in error, without the necessity of any action other than prior notification to you of the amount paid in error.**

8) **You must acknowledge that you have received Form SSA-1945, related to the Federal Social Security Protection Act of 2004 (Public Law 108-203), which explains that it is possible there will be a reduction in your future Social Security benefit entitlement.**

9.) **In accordance with Act 264 of the 2013 Regular Session of the Louisiana Legislature, you must have a valid Louisiana driver's license and all vehicles in your name must be registered in the State of Louisiana if you are employed in an Unclassified position and earn more than $100,000 annually.**

10.) **You must comply with all DOA Policies and DOA Personnel Policies and the policies of your section. Once employed, it will be your responsibility to read and to remain up-to-date on the most current versions of your section's policies.**

I understand the conditions attached to this Conditional Offer of Employment. I further understand that this is a conditional offer of employment not a final offer of employment. I understand that this conditional offer of employment may be withdrawn at any time.

Applicant Signature:_____

(Date)

OHR Official Signature:_____

(Date)