

**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: \_\_\_\_\_  
(Salary must be approved by the appointing authority.)

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 and/or safety-sensitive position such that a criminal history check must be performed.  Yes  No

This Conditional Offer of Employment 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 conviction, guilty plea, or nolo contendere (no contest) to a felony charge?  Yes  No

If "Yes", list the offense(s) charged, date of offense(s), state and parish/county of offense(s), sentence imposed, and status of the proceeding: \_\_\_\_\_  
\_\_\_\_\_

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

**NOTE:** Answering "Yes" to the above questions does not constitute an automatic bar to employment. Consideration will be given to the nature of the offense(s), age at the time of the offense(s), sentence imposed, criminal history, and employment record.

The terms which must be satisfied for this Conditional Offer of Employment to result in an Offer of Employment include, but are not limited to:

- 1) **You must take and pass a drug test.**
- 2) **You must authorize, in writing, and pass a criminal history check if this position has been designated as safety-sensitive and/or security-sensitive.**
- 3) **You must satisfy all requirements for the position, including meeting the State Civil Service (DSCS) minimum qualification requirements for the job.**
- 4) **Prior to employment, all male 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. You must also 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 there may be a reduction in your future Social Security benefit entitlement as a result of your participation in a state-sponsored retirement system.**
- 9) **In accordance with Act 264 of the 2013 Regular Session of the Louisiana Legislature, if you are employed in an unclassified position and earn 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 the State of Louisiana.**

**I understand these terms. I further understand that this is a Conditional Offer of Employment -- not a final Offer of Employment. I also understand that this offer may be withdrawn at any time.**

Applicant Signature: \_\_\_\_\_ (Date)

OHR Official Signature: \_\_\_\_\_ (Date)