

Texas Department of Criminal Justice Conditional Offer of Employment

This form is to be completed by the contact person or designee when making a conditional offer of employment to the selected applicant.

SELECTED APPLICANT'S NAME: _____

I. Read the Following to the Selected Applicant:

This is a conditional offer of employment for the position of _____

Are you still interested in this position? Yes No **If no, stop here. If yes, proceed.** This offer of employment depends on your ability to perform the essential functions of the job with or without reasonable accommodation. Accommodation means changes in the way things are done or changes in the workplace. The performance of the essential functions of the job requires certain mental and physical abilities and involves certain workplace conditions. As I read them to you, please advise me if you need to request changes because of a permanent medical condition. Do you understand? (Read Section IV of the job description)

Certification by Contact Person or Designee - Check one of the following boxes:

- The applicant **did not** indicate to me a need for special accommodations.
- The applicant **did** indicate to me a need for special accommodations. Contact accommodation coordinator, Human Resources Division.

II. FOR OUTSIDE APPLICANTS ONLY:

- A. Are you currently employed by another Texas state agency?** Yes No If the applicant answers yes, complete a Salary Worksheet for Interagency Transfers (PD-72 attachment).
- B. Has any event that may affect your eligibility for employment with this agency occurred since your application for employment, such as arrest or any other notification of pending criminal charges?** Yes No If yes, what is the current status of the charge?

III. A. If the selected applicant is: (1) an applicant who is not required to attend the Pre-Service Training Academy (PSTA); or (2) an applicant who has been selected for a commercial driver position, read the following and then proceed to Section III.B. If neither of these conditions apply, do not read the following, and proceed to Section IV.

TDCJ policy requires you to submit to pre-employment drug testing and receive a negative result as a condition of employment. It is necessary for you to report to _____ (location of nearest collection site) within 48 hours of this phone call. The 48-hour period excludes non-workdays and ends _____ (give actual date and time of deadline). You are required to take a photo identification card such as a driver license with you to the collection site. Approximately 72 hours after you have been tested, you shall be notified by phone of your hiring status. If you fail to take your pre-employment drug test as scheduled, the TDCJ shall not consider you for this position or any position for one year from the test date. (Have applicant read back to you: I understand that I need to report on ____ by _____. If I do not pass or report, I will not be eligible for employment on my scheduled Direct Hire date.)

- B. Once notification has been received from the Substance Control Officer that the applicant is cleared for selection:**
 - (1) if the applicant is an outside applicant, call the applicant to set up the date and time for Direct Hire and proceed to Section V; or
 - (2) if the applicant is selected for a commercial driver position, proceed to Section IV.

IV. FOR OUTSIDE AND INSIDE APPLICANTS REQUIRED TO ATTEND THE PSTA/Parole Officer Training Academy (POTA):

Give the applicant information for PSTA or POTA.

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- V. A. Due to the Immigration Reform & Control Act of 1986, employment eligibility must be verified. To meet eligibility requirements, you must bring certain documents on your first day of employment. Examples of acceptable documents are – valid U.S. Passport, valid government issued ID Card, Social Security Card, Permanent Resident Card, or Employment Authorization Document that contains a photograph (Form I-766). In some cases, more than one document may be required. To view a complete list of acceptable documents, please refer to the TDCJ website www.tdcj.texas.gov. Failure to provide acceptable documents may prevent employment with the Texas Department of Criminal Justice on your scheduled date of hire.**
 - B. Inform outside applicants attending a Direct Hire Session at a unit that certain items are not allowed on the unit, including, but not limited to, cell phones, canned drinks, fingernail clippers, lighters, matches, alcohol, and tobacco products.**

VI. Check **one**** of the following and provide the applicable information.**

- Payroll Effective Date (Inside Applicants only) PSTA or POTA Effective Date & Location Direct Hire Date & Location

Signature of Employee Making Offer

Date (mm/dd/yyyy)

Title of Employee Making Offer