

Office of the Lieutenant Governor (OLG)
Department of Culture, Recreation and Tourism (CRT)

CONDITIONAL OFFER OF EMPLOYMENT

OLG/CRT conditionally offers the position of _____
(Position Title) (Position Number)

to _____ at the rate of \$ _____/month.
(Applicant Name) (Social Security #)

Conditional Offer

made by: _____
(Supervisor Signature) (Date)

(Appointing Authority Signature) (Date)

Your appointment *type* will be _____
(Classified or Unclassified)

and the *status* will be _____
(Permanent, Probational, Provisional, Job Appt., Restricted, Wage, or Student)

This conditional offer is subject to the following **SPECIAL CONDITIONS OF EMPLOYMENT:**

- 1) You must take and pass a drug test.
- 2) You must meet all requirements for the job title, such as the Civil Service Minimum Qualifications for the position, as well as any special requirements imposed by CRT.
- 3) Your salary must be in compliance with CRT policy and Civil Service Rules and cannot exceed the budgeted amount without prior approval from the Appointing Authority and/or Civil Service.
- 4) If you are currently a state employee and are transferring from permanent status to probational status, you must sign an acknowledgment statement.
- 5) You must provide original or certified documents for identification and employment eligibility purposes: Social Security Card, birth certificate and picture ID, such as a drivers license.
- 6) All male prospective employees ages 18 through 25 are required to be registered with Selective Service and must provide a copy of the Selective Service registration card. (Registration can be completed on the Internet at <http://www.sss.gov>.)
- 7) All prospective employees with Veteran Status must provide proof of discharge from Military Service.
- 8) If the minimum qualifications of the job offered require a current license or certification such as Attorney, CPA, Park Ranger (post certification), etc. you must maintain that license or certification throughout your employment and provide documentation annually to _____.
- 9) 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 Division of Administration.
- 10) _____

I understand and accept the conditions of employment stated above and I can report for work on _____
(tentative date)

pending the results of drug testing and receipt of all required approvals from the Appointing Authority and/or Civil Service.

(Applicant Signature)

(Date)

(Witness Signature)

(Date)