Office of the Lieutenant Governor (OLG)

Department of Culture, Recreation and Tourism (DCRT)

**Completed Addendum for Affirmative Action Data attached:**

**CONDITIONAL OFFER OF EMPLOYMENT**

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This conditional offer of employment is herein extended with provisions as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Name:** |  | | |
| **Job Title:** |  | | |
| **Position Number:** |  | | |
| **Department/Section:** |  | | |
| **Rate of Pay:** | **$** | Bi-Weekly | Hourly (for part-time employees) |
| **Appointment Type:** |  | | |
| **Status:** |  | | |
| **Proposed Effective Date:** |  | | |

The above conditional offer is approved by:

***For HR Director’s Use:***

*The above salary is in accordance with:*

⬜ *Civil Service Rule \_\_\_\_\_\_\_\_\_\_*

⬜ *PPM # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Supervisor’s signature Date*

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*Appointing Authority’s signature Date*

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

1. Pre-Employment Screening(s): You must submit to and pass a drug screening as conducted at a State-approved drug testing site (except if transferring from another State agency without a break in service). You may also be required to authorize the completion of a criminal background check. The results of such pre-employment screenings may result in the revocation of this offer.
2. Compliance: Your appointment must comply with the requirements of Article X of the Constitution, Civil Service Rules, the Uniform Classification and Pay Plans, Minimum Qualifications assigned to the job, and the policies and procedures issued by the Civil Service Director.
3. Documentation: You must provide the following documentation to the Human Resources Division in accordance with the deadlines indicated below.

* Social Security Card and Driver’s License for purposes of the LaGov HCM payroll system – within 3 days of hire;
* Original or certified documents for identification and employment eligibility purposes in accordance with the E-Verify system – within 3 days of hire;
* Official college transcript (if required to qualify for the job) – within 15 days of hire date;
* Copy of Selective Service registration card (if male ages 18-25) – within 15 days of hire date;
* Proof of military service (if claiming Veteran status) – within 15 days of hire date.
* Any license or certification as required by the minimum qualifications for the job (such as license to practice law, CPA, POST-certification) – within 15 days of hire.

1. Agreement:

* You agree to receive wage and compensation payments via direct deposit through electronic transfer of funds into a checking or savings account or bank, savings and loan, or credit union which is authorized by the Division of Administration.
* If you are currently a State employee and are transferring from permanent status to probational status, you must sign an Acknowledgment Statement, which is located at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index>, verifying your acceptance of a probational appointment.
* For non-POST certified Park Rangers only: You must sign an agreement which provides for the repayment of costs of POST certification training if you resign within two (2) years of receiving training.
* For employees participating in a State retirement system: You must sign a statement (Form SSA-1945) that you are aware of a possible reduction in future Social Security benefits entitlement in accordance with Section 419c of Public Law 108-203, the Social Security Protection Act of 2004.

**I understand and accept the conditions of employment stated above. I further understand that failure to comply with any of these conditions may result in the revocation of this offer and/or separation from employment.**

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*Applicant’s signature Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Witness’s signature Date*

**ADDENDUM FOR AFFIRMATIVE ACTION DATA**

This form is an addendum to the Conditional Offer of Employment and should be completed by the Hiring Supervisor/Director and submitted to the Human Resources Division at the same time as the Conditional Offer of Employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position #:** |  | **Job Title:** |  |
| **Exam Plan #:** |  | **Section:** |  |

1. Please indicate the name and interview dates/times for each applicant that was interviewed for the position:

|  |  |  |
| --- | --- | --- |
| **Applicant Name** | **Date** | **Time** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

1. Please list any applicants that scheduled interviews, but cancelled or did not appear for the interview:

3. Please list any applicants that were offered an interview or to whom an offer of employment was made, but the applicant declined:

4. Please indicate the name of the applicant being recommended for appointment to the subject vacancy:

**INTERVIEWERS:** Please sign below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name* |  |  |  | *Date* |
|  |  |  |  |  |
| *Name* |  |  |  | *Date* |
|  |  |  |  |  |

*Name Date*