

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? **If no, stop here. If yes, proceed with conditional offer of employment.**

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. I am going to read each of the abilities and workplace conditions to you at this time. 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 or if the job description is dated prior to 09/01/99, read Sections 3, 4, and 5 of the ADA Position Requirements form.

Certification by Contact Person or Designee: I read to the applicant each of the physical and mental characteristics and the environmental factors identified in the current job description. **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. If selected applicant is currently employed by the TDCJ, do not read this section and proceed to Section III. If selected applicant is not currently employed by the TDCJ, read the following and then proceed to Section III.

- A.** In order to determine if you are an interagency transfer, we need the following information: Are you currently employed by another Texas state agency(ies)? Yes No If yes, what is the name of the agency(ies)? _____
If the applicant answers yes: (1) complete Section I of a Salary Worksheet for Interagency Transfers (PD-72 attachment); and (2) fax the Salary Worksheet to the office responsible for entering the payroll status change.
- 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. If selected applicant is not required to attend the Correctional Institutions Division (CID) Pre-Service Training Academy (PSTA) or Parole Division Pre-Service Training Academy (POTA), proceed to Section IV. If selected applicant is required to attend the PSTA, inform the applicant of the date, time, and location to report to the PSTA or POTA and proceed to either Section V or VI.

IV. A. If selected applicant is: (1) an outside applicant who is not required to attend the PSTA or POTA; or (2) is a TDCJ employee who has been selected for a commercial driver position, read the following and then proceed to Section IV.B. If neither of these conditions apply, do not read the following, and proceed to Section V or VI.

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 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 in the future. (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 a TDCJ employee selected for a commercial driver position, proceed to Section VI.

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 all outside applicants that health insurance shall not begin until the first day of the month following 60 calendar days of employment. Applicants can review insurance information on the TDCJ or ERS website.

C. 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