

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES
CONDITIONAL OFFER OF EMPLOYMENT AGREEMENT FORM**

APPLICANT INFORMATION (Please Print)

NAME:	SSN: - -
Home Phone: ()	Cell Phone: () Work Phone: ()

POSITION INFORMATION (Please Print)

DCFS OFFICE:	
JOB TITLE:	SALARY: \$ <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Hourly
TYPE OF APPOINTMENT:	
NAME OF PERSON MAKING THIS OFFER:	DATE OFFER MADE:

STATEMENT OF AGREEMENT

I understand this is a conditional offer of employment, and that I should not give notice or resign from my current job at this time. Conditions that must be met before a final offer of employment may be made include, but are not limited to:

1. Submitting to and passing a drug screen.
2. Agreeing to receive wage and compensation payments via direct deposit through electronic funds transfer into a checking or savings account at a financial institution authorized by the Division of Administration and complying with the International ACH Transaction (IAT) rules.
3. Agreeing to allow recoupment of any and all funds received in error without the necessity of any action other than prior notification of the amounts paid in error.
4. Passing required employment checks to include the Federal and State Criminal Background, the State Central Registry, and the Louisiana State Police Sex Offender and Child Predator Registry. (This condition applies to prospective employees whose duties include the investigation of child abuse or neglect, supervisory or disciplinary authority over children, direct care to a child, or performance of licensing surveys.)
5. Possessing a valid driver's license and clearing a review of my Official Driving Record (ODR). (This condition applies to prospective employees whose duties require regular or occasional travel to transport clients, make visits to clients served, or other such duties that require driving.)
6. Registering with the Selective Service System or providing acceptable verification of exemption status. (This condition applies only to males who are 18 to 25 years of age.)
7. Providing military documents to be awarded veterans preference points for new appointments, if applicable.
8. Accepting assigned cases and treating clients in a respectful manner regardless of their race, color, national origin, disability, religion, political beliefs, sex, sexual orientation, life style, etc. (This condition applies to prospective employees whose duties involve client case management.)
9. Providing original official college transcript or e-script transcript for verification of college hours/degree, where applicable, and/or copy of any required license or certification such as Attorney, CPA, Social Work, etc. Documentation of maintenance of required license or certification must be provided annually to the Human Resources Section.
10. Agreeing to sign a statement (Form SSA-1945) that you are aware of the possible reduction in future Social Security benefits entitlement in accordance with Section 419(c) of Public Law 108-203, the Social Security Protection Act 2004.
11. Certifying that I am not an immediate family member to the supervisor of this position or anyone who has direct authority over this position. Immediate family member includes being a child, spouse, spouse of his/her child, sibling, spouse of his/her sibling, or parent.

I also understand that this conditional offer may be withdrawn at any time.

Applicant Signature

Date

Witness Signature

Date