

JOB CANDIDATE: THIS FORM MUST BE COMPLETED FIRST

Conditional Offer of Employment Form

The Columbus Consolidated Government makes a contingent job offer based upon successful completion of a post-offer drug screen and background investigation and for certain positions a physical exam and/or fingerprint is also required.

This contingent job offer is subject to withdrawal if business conditions change, if any portion of the pre-offer or post-offer of employment process is incomplete or inaccurate, or if it is in the best interest of the Columbus Consolidated Government to do so.

Our offer of employment does not create a contract of employment and all new employees are subject to a period of probationary employment or trial working period, the duration of which is based upon the job for which hired. Failure to complete pre and post offer processing, including the signing of any necessary forms will be deemed a withdrawal of your application for employment.

I have read and understand the above Conditional Offer of Employment.

Candidate Name (Please Print)

Candidate Signature

Date

Department Representative

Elections & Voter Registration

Department Name