

CONDITIONAL JOB OFFER SCRIPT

after at least 2 acceptable managerial or HR level references are obtained

TEXT IN BLUE IS FOR THE MANAGER'S INFORMATION

Name of Applicant: _____ Site: _____

Name of Hiring Manager: _____ Expected Start Date: _____

Hiring Manager, read text in black to the applicant when extending a conditional job offer:

Hi, _____. After completing your reference checks we are excited to extend a conditional job offer for Position Title per job description at Worksite/Program.

This offer is conditional upon successful verification of the following:

- ✓ Age 18 or older (unless youth positions with Village Garden). Are you at least 18 years old? Yes No
- ✓ Documentation of any licensure, certifications or degrees as listed on your application (if required for the position). Do you have required level of education: Yes No
- ✓ Acceptable criminal background results
- ✓ Acceptable driving record (for anyone who drives for work purposes)
- ✓ Verification of Employment Eligibility (I-9 form)

You will be working the _____ shift. The starting wage for this position will be _____/per hour (or per month). This position is ineligible for benefits or eligible for full benefits or prorated benefits

We require acceptable Driving History following our insurance requirements /for driving positions only/:

- In the last 3 years, have you had more than:
 - 2 at-fault accidents or Yes No
 - 3 minor moving violations or Yes No
 - 4 minor non-moving violations or Yes No
 - More than 4 in combination of the above? Yes No
- In the last 4 years have you had any major moving violations (for example: driving while suspended, DUI, negligent/ reckless/ careless driving, exhibition of speed, etc.)? Yes No
- Do you currently possess -
 - Current & valid driver's license Yes No
 - Current & valid automobile liability insurance if driving your personal vehicle Yes No

Upon hire we will complete a Criminal Background Check. Reporting criminal history does not always mean that you are ineligible to work for our agency.

/in cases when applicant discloses that their criminal history might prevent them from being approved, and/or they are not sure about their driving history (for driving positions) HR can run the check before the orientation day and wait scheduling the orientation until receipt of information and decision can be made. Drop in time for crim checks and driving history paperwork is each Tuesday 8am to 9am in HR/

1. **NON DHS programs:** Have you had any convictions? Yes No
List: _____
2. **DHS programs:** Due to DHS/DSHS licensing regulations we need to know if there is anything that could prevent that agency from giving you either provisional or final approval to work with youth for our agency.
 - Do you have any adverse criminal history **within the last five years** (this includes arrests, charges, convictions, failure to appears, etc.)? Yes No
 If yes: _____
 - Do you have any arrests, charges, convictions and/or failures to appear, during your **lifetime** including any juvenile history? Yes No

Physical Requirements of the Position:

You had a chance to discuss the position and the physical requirements of it during your interview.

- Are you able to perform physical requirements of the job with or without an accommodation? Yes No
- Are you able to work the offered schedule and hours? Yes No

If applicant discloses medical or religious beliefs accommodation request or limitations, notify HR ASAP. Unless applicant clearly states that they cannot perform the job or need accommodation immediately, continue the process as if the condition was not disclosed. HR will initiate an interactive dialogue with the applicant to determine whether the agency can accommodate.

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**Orientation:**

Your new hire orientation will take place on Wednesday \_\_\_\_\_ (date) from 9:00 am to 1 pm. Arrive early - if you are late, you will not be allowed to join the class. Bring layers of clothes and snacks.

Orientation will be held at 707 NE Couch Street, Portland. Street parking available but is limited to 2 hours; during orientation, you will be given a chance to move your vehicle if needed.

**For All Positions:**

Be ready to present acceptable, unexpired documents to establish employment eligibility (Identity and right to work). Some examples of documents that fulfill this requirement are a combination of a DL and a SS card or birth certificate; or current US passport/passport card, or Green Card, or others as per I-9 form.

- Do you have acceptable pieces of ID in your possession?  Yes  No
- Will you be able to bring them in on Wednesday?  Yes  No

**For Driving Positions:**

Will you be able to present your original, current and valid driver's license on Monday?  Yes  No

Will you be able to present your current liability insurance (if expected to drive personal vehicle)?  Yes  No

We also ask that if you have available, bring your current 1st Aid / CPR certification, food handlers card, proof of education when applicable, with you. Contact me directly if you need to reschedule the orientation day.

Welcome to employment with Janus Youth.

Conditional Job Offer was issued on \_\_\_\_\_ (date) via phone call by \_\_\_\_\_ (name).

Applicant \_\_ Accepted \_\_ Rejected \_\_\_\_\_ (reason)

**Hiring Manager:**

Send the following documentation to HR by noon on Monday preceding the expected orientation date (drop off, or send via fax or scan and email to [mallen@janusyouth.org](mailto:mallen@janusyouth.org)) to be included that week:

- Completed interview script/notes
- Prescreening (phone) interview script (if applicable)
- At least 2 acceptable work related references
- Completed and signed application
- Resume, cover letter (optional)
- New Hire Personnel Change form (or initiate a PAF action in Paycom)
- Conditional job offer completed by supervisor/hiring manager

Every Tuesday from 8 to 9am an applicant can stop by HR without appointment to complete DL and CBC paperwork to start checks early.

**Include this form with the rest of the new hire paperwork to HR!**