

MCDOWELL COUNTY
CONDITIONAL OFFER OF EMPLOYMENT

I. PURPOSE

The purpose of this agreement is to extend to the applicant a conditional offer of regular employment. The applicant must meet the below listed terms and conditions before being hired by the County. A final offer of employment will be extended to the applicant only after the applicant has satisfied all the requirements established by the County. All applicants extended a conditional offer of employment for the position of _____ are required to successfully comply with these same conditions.

II. PARTIES

This is an agreement between _____ and _____

III. TERMS AND CONDITIONS

An applicant must meet the following terms and conditions:

- A. Successfully pass a Drug and Alcohol Screening (Negative Results) and acceptable background/MVR check results.
- B. Successfully complete a Probationary Period of 12 months.
- C. Any additional requirements specified by the County, which may include:
 - _____ Physical agility and/or other performance test.
 - _____ Sufficient physical, mental and emotional condition, as determined by a Medical History and Examination necessary to perform the essential functions of the above position.
 - _____ Websites you may be affiliated with such as You Tube, Facebook, and/or others.
- D. _____ Comply with any additional requirements specified by the Department which may include: Specialized Training/ License/Certifications, etc. _____

FULL TIME ANNUAL SALARY OFFER: _____

PART TIME HOURLY RATE: _____

PROSPECTIVE HIRE DATE: _____

Start dates are the 1st and 16th of the month.

IV. LENGTH OF AGREEMENT

This conditional offer of employment shall remain valid and in effect for the duration of the probationary period stated in this agreement. In addition, this offer shall be immediately withdrawn upon the applicant's failure to meet any one of the above terms and conditions. The applicant will receive a final offer of employment after all the conditions have been satisfied.

ACKNOWLEDGEMENT

Successful compliance with these job related and necessary conditions of employment is required to carry out the essential functions of the above position. I have read and understand the terms of this CONDITIONAL OFFER OF EMPLOYMENT and agree to abide by these terms.

(Department Head/Supervisor)

(Applicant)

(Date)

(Date)