

**POTENTIAL OFFER OF EMPLOYMENT**

\_\_\_\_\_  
NAME

This Potential Offer of Employment for placement in a hiring pool for consideration of future hiring is conditional upon your successful completion of the provisional conditions of employment below and your ability to fulfill the essential duties, as contained in the position's job description, for the position of \_\_\_\_\_ . The hiring pool may be used for filling future vacancies for six (6) months when the eligibility list from which it was created expires. The provisional conditions of employment to be completed are as follows:

- A comprehensive medical examination conducted by a licensed physician to be administered according to the forms established by Tremonton City for its employees.
- A drug screening conducted by Intermountain Workmed or other qualified drug screening company.
- A background investigation conducted according to the forms established by Tremonton City for its employees.

**Any significant discrepancies in the information you give during any of the provisional conditions of employment above can be the basis for your removal from the hiring pool.**

**THIS IS NOT AN OFFER OF IMMEDIATE EMPLOYMENT. DO NOT GIVE NOTICE, QUIT YOUR PRESENT JOB, OR RELOCATE TO THE TREMONTON AREA.**

I have read and fully understand the nature of this Potential Offer of Employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Notes:

REV 02-14.1