**Conditional Job Offer Verbal Script**

**Candidate information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bureau: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I am pleased to offer you a conditional offer of employment for the (job title) position with the (agency/bureau). The position comes with a starting annual salary of $\_\_\_\_\_\_\_\_\_\_\_\_\_. This conditional offer is contingent upon the successful completion of a background check and continued approval of the filling of the position. The background check includes a minimum of a criminal background check, state tax compliance check, reference check, and verification of any education and/or experience that was used to deem you eligible for this position. (If education was needed, inform the candidate that an official transcript will be required and verified. If applicable, list any additional checks that are required.) Please be aware that we will communicate with you via email while going through the background check process so check your email frequently.*

*Please know that if we are unable to confirm any of the information that you provide to us during the course of conducting these checks, or if we find that false information has been provided, this conditional offer of employment may be withdrawn. Also, if any unfavorable information is found during the background check, this conditional offer of employment may be withdrawn. Are you still interested in this opportunity?*

*Yes or No (if yes, continue)*

*To initiate the background checks, I will need your (or confirm information collected on the CHAD form):*

*Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Aliases/former names (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Contact information for two (or more, if desired) professional references: (unless reference checks have already been completed.)*

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*You will also receive a written conditional offer via email. Once the background checks have been completed, you will receive notification of the next steps in the hiring process. If you have any questions, please contact me at (provide contact information).*

*If you have questions about our benefits package, you may call the HR Service Center at 866.377.2672.  You will be asked twice for an employee number. Please disregard these prompts and stay on the line.  Your call will be routed to the next available representative. Let them know you have a received a conditional offer of employment and have benefits-related questions.*

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Signature of individual giving offer Date