Sample Language for Other Conditions of Employment

Include the following language in your offer letter if any of these conditions are requirements for the position you are filling. Please consult with your Campus Human Resources Employment Consultant first before including any of the following employment contingency statements.

**Critical Position:** This offer is contingent upon completion of a satisfactory background/fingerprint investigation.

**E-Verify:** If you are assigned to perform substantial work under certain federal contracts/subcontracts during your employment with the University, the University will need to confirm your eligibility to work in the United States through E-Verify.

**DMV Pull Notice:** This position is subject to the California DMV Pull Notice System and continued employment is contingent upon proof of a satisfactory driving record.

**Subject to DOT Testing:** This position is subject to the Department of Transportation regulations. Successful completion of pre-employment drug screening is required prior to a job offer; continued employment is contingent upon participation in a Drug and Alcohol Testing program.

**Pre-Employment Physical:** This offer is contingent upon completion of a satisfactory pre-employment physical examination, which may include a Hepatitis A test/immunization.