

SAMPLE
Conditional Offer of Employment

May 00/00/00

Mr. John Doe
624 Pond Street
Anytown, RI 00000

Dear Mr. Doe:

You have progressed to the next level of the selection process for appointment to the Anytown Police Department. At this time, we would like to extend to you a **CONDITIONAL AND CONTINGENT OFFER** of probationary employment for the position of police officer in the Town of Anytown.

Do not resign from your current job in anticipation of employment.

This offer of employment is both conditional and contingent.

The purpose of this letter is to explain the limitations of the **CONDITIONAL AND CONTINGENT OFFER**.

PARTIES

This is an agreement between the Town of Anytown and John Doe.

CONDITIONAL OFFER

A final offer will be extended to you if, and only if, you satisfy the terms and conditions of the conditional offer of employment, there exists a vacancy within the Anytown Police Department and you successfully complete all phases of the recruit selection process for entry into the Rhode Island Department of Public Safety Municipal Police Training Academy.

(*Wording in italics is required by RIDPS/POST)

TERMS AND CONDITIONS

You must satisfy each of the following TERMS AND CONDITIONS:

- A. *Attain at least a satisfactory-average score on the battery of psychological tests;*
- B. *Successful completion of fitness testing and a medical examination, which shall include a medical history and a drug screen test;*
- C. *Successful completion of any applicant background investigation, which includes any follow-up questions which may arise from the medical and/or psychological examinations, and;*
- D. *Successful completion of the Rhode Island Department of Public Safety Municipal Police Training Academy.*

This offer shall be withdrawn immediately upon the candidate's failure to meet any one of the above-mentioned terms or conditions.

CONTINGENT OFFER

This offer is contingent upon:

- A. Sufficient funding;
- B. Necessary budget allocations;
- C. *Availability of vacancies in the Rhode Island Department of Public Safety Municipal Police Training Academy;*
- D. Only upon the existence of a vacancy in the Anytown Police Department.
- E. Successful completion of any and all additional requirements of the Anytown Police Department

The candidate will receive a final offer of employment subject to a probationary period if, and only if, each and every term and condition has been completed successfully and all contingencies are satisfied.

Mr. John Smith
Mayor, Town of Anytown

Edward Jones
Anytown Chief of Police

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ACKNOWLEDGEMENT

*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 AND CONTINGENT OFFER** and agree to abide by these terms.*

Candidate's Signature

Date

Subscribed and sworn to before me on this _____ day of _____, 2012.

Notary Public

My Commission Expires: _____

(*Wording in italic is required by RIDPS/POST)

Revised 04/13