



State of Connecticut Talent Solutions

Certification Documentation Form

Form #: CT-HR-2

Revision Date: March 2023

Effective October 30, 2017, DAS partially delegated the job certification process, subject to post-audit, to appointing authorities or their designees in accordance with Sec. 5-200 (a)(8) of the Connecticut General Statutes. Before making a conditional offer of employment, agencies shall appropriately clear all mandatory lists.

Instructions: This form should be used by agency Human Resources Professionals to document offers to a mandatory list candidate or attest that all mandatory lists have been cleared prior to a conditional offer of employment to a candidate on a JobAps Certified List.

Action Required:

- Complete the information below and email the completed form to DAS.Certification@ct.gov.
The Email Subject line must include: Cert Request_Agency Acronym_Candidate Name_Cert Number
For Example: Cert Request_DOC_John Smith_123456

Agency Name: JobAps Certification # or Code:

Bargaining Unit: Job Class Code:

Title of Position: Position (PCN) # :

Candidate Name: Employee ID#:

Anticipated Start Date of Hire (MM/DD/YYYY):

If you are placing a Mandatory List Candidate, please complete the following:

Is this a Mandatory transfer: Yes No

Is this a hazardous duty position: Yes No

Type of Mandatory Right:

Pay Plan & Salary Grade: Salary Step:

FT Hours: Bi-weekly Rate of Pay:

Location (Town):

I hereby certify that all mandatory lists have been cleared for the above-mentioned position(s):

Name of Agency HR Professional: Date: