



State of Connecticut Human Resources
Certification Documentation Form

Form #: CT-HR-2
 Revision Date: 12/2019

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.

Please complete the information below and email the completed form to: DAS.Certification@ct.gov.
 Subject line must include **Cert Request _Agency Acronym_ Candidate Name _Cert number** (e.g. Cert Request_ DOC_ John Smith_123456)

Agency Name: _____ JobAps Certification # or Code: _____

Bargaining Unit: _____ Job Class Code: _____

Title of position: _____ Position #(s): _____

Candidate Name: _____ Employee Id#: _____

If you are placing a **mandatory list candidate**, please complete the following:

	Yes	No
Is this an internal transfer?	<input type="checkbox"/>	<input type="checkbox"/>

Type of Mandatory Right: _____

Pay Plan & Salary Grade: _____ Salary Step: ____ FT Hours: ____ Bi-weekly rate of pay: _____

Location (town): _____ Hazardous Duty (Y/N): _____

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

Name of Agency HR Professional: _____ Date: _____

This form is provided by the Department of Administrative Services