

Certification Documentation Form

Form #: CT-HR-2

Revision Date: March 2024

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.Freenames@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#: _____

Date Job Offer Made (MM/DD/YYYY): _____

Anticipated Start Date (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: _____