CONNECTICUT

State of Connecticut Talent Solutions

Certification Documentation Form

Form #: CT-HR-2
Revision Date: October 2026

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 Acryonyn_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:_____