



City of Round Rock Conditional Offer of Employment

Congratulations! _____
(Applicant Name)

You have been offered a job with the City of Round Rock.

Job Title: _____

Pay Rate: _____

This is a conditional offer of employment which means that you must satisfactorily pass the following to complete the hiring process:

1. Pre –Employment Drug Test
2. Pre-Employment Criminal Background Check, and
3. Other testing required based on the position applied for.

The City of Round Rock will pay for these services.

If you accept this offer, within 5 business days please report to the City of Round Rock Human Resources Office to provide your I-9 documents and pick up your pre-employment drug test form. You must also report to the City of Round Rock RockCare Clinic within 5 business days to complete your pre-employment drug test.

Human Resources is located at 231 E. Main Street, Suite 100, Round Rock, TX 78664

RockCare is located at 901 Round Rock Avenue, Suite 300, Round Rock, TX 78681

New Hire Paperwork will be emailed to the email listed on the application via NeoGov Onboard. You will use the same user log-in information as you did when you applied for the position. You have 24 hours to access your online New Hire Paperwork via NeoGov Onboard, and 5 business days to complete the paperwork in order to proceed in the hiring process. If you cannot complete the process within this timeframe, you will be removed from the hiring process.

This offer remains conditional until all reports are received, reviewed, and are acceptable to the City.

Thank you for choosing the City of Round Rock. Please contact Human Resources at 512-218-5490 if you have any questions.

Best Regards,

Print Name (Hiring Supervisor)

Signature (Hiring Supervisor)

Date