



# CITY OF LITTLE ROCK

## HUMAN RESOURCES DEPARTMENT

500 W. Markham - Suite 130W - Little Rock, Arkansas 72201-1428  
(501) 371-4590 • FAX (501) 371-4496

# AUTHORIZATION TO CONDUCT PRE-EMPLOYMENT SCREENINGS

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

DEPARTMENT/DIVISION: \_\_\_\_\_

NAME OF PROSPECTIVE EMPLOYEE: \_\_\_\_\_

DESIRED DATE TO BEGIN WORK: \_\_\_\_\_ DATE OF JOB OFFER: \_\_\_\_\_

### *Check All That Apply:*

- |  |                          |
|--|--------------------------|
| Medical Exam                                       | <input type="checkbox"/> |
| DOT Drug Test                                      | <input type="checkbox"/> |
| NON-DOT Drug Test                                  | <input type="checkbox"/> |
| 10-Year Driver History Questionnaire               | <input type="checkbox"/> |
| Background Check (including sexual offender check) | <input type="checkbox"/> |

This applicant has been advised to be prepared to present before participation in the pre-employment screening(s) in the Human Resources Department, a **valid driver's license**, or other proof of identification.

*This form is not an Authorization to Hire, and will not be used in the sign-up process, or as a mechanism to enter information into the payroll system. After the applicant has satisfactorily passes all pre-employment screenings, please enter the appropriate information into the NeoGov Applicant Tracking system.*

Hiring Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_