

## **P-1(b) Conditional Job Offer**

This form is to be completed by the applicant when he/she accepts an offer of employment.

Because this form contains medical information it **must not** be duplicated and **must** be kept in secure "medical files" at the Home Office **only!**

Please review the Medical Review section carefully. If the applicant answered "yes" to any of the Medical Review questions, he/she must have a P-1(c) completed by his/her physician who is licensed to practice in the state of New Mexico.

It is **very important** that you check page 3 for applicants acknowledgement. **Never** send a prospective employee for a drug/alcohol test without having his/her signature on the P-1(b).

**Please refer to the *Employment Procedures Policy* in the Management Handbook - Personnel Policies section for distribution instructions.**