

CITY OF FAIRMONT
PERSONNEL DEPARTMENT

Notice
To
Applicants

The City of Fairmont requires all individuals being offered full-time or part time employment to submit to a physical examination, drug and alcohol screening. This testing is required only after a conditional offer has been extended. Satisfactory completion of the physical examination and negative results of the drug and alcohol screening will allow the applicant to fill the position which has been offered.

Physical findings, which may limit your ability to perform the essential duties of the position or any positive results of the drug and alcohol screening, may result in a retraction of the offer of employment. The City of Fairmont maintains a "Drug Free Workplace".

Federal HIPAA laws have affected the way we handle your personal health information. We are currently developing our HIPAA compliance plan however, we have already taken several steps to maintain the privacy of your records. In order for your test and examination results to be released to the City for our review and your subsequent employment it will be necessary for you to sign a HIPAA Compliant Release which authorizes the City to obtain this information from the Fairmont General Hospital facility where your physical examination takes place.

The City of Fairmont has the right to complete a local criminal background check if desired. Criminal findings may result in a retraction of the offer of employment.

Failure to sign a HIPAA Compliant Release authorizing the City to review your Personal Health Information as it relates to post offer/pre-employment physical and drug and alcohol screening; Failure to submit to a physical examination; and/or Failure to submit to drug and alcohol screening will result in forfeiture of your position with the City of Fairmont and the employment offer will be retracted.

I (Print) _____ have read the above information,
which was presented to me at the time of my application for employment.

Signature

Social Security Number

Date