

## Standard Conditions of Employment

- Driver's record check will be conducted by the Department. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business.
- External final applicants for any department position who could potentially be required to drive for the department must pass a drug test prior to employment and will be subject to reasonable cause testing during employment.
- Successful completion of a post-offer/pre-employment physical exam for positions that have been identified as physically demanding (at the employer's expense) is required.
- Education and degree information listed on applications will be verified for all final applicants. Official transcripts or other minimum requirement validations will be requested at the time of the conditional job offer. The Texas Penal Code (Section 32.52) prohibits the use of fraudulent or substandard degrees.
  - Applicants with academic credentials from non-U.S. accredited institutions are required to have their coursework evaluated in terms of U.S. "equivalency." All international credential evaluations must be conducted by one of the [companies approved by the Texas Board of Professional Engineers and Land Surveyors](#) in order to be considered for a position requiring an engineering degree. All other international credential evaluations must be conducted by one of the companies affiliated with the National Association of Credential Evaluation Services, Inc. (NACES®). Please refer to the NACES® website for further information ([www.naces.org](http://www.naces.org)). Applicants bear the responsibility of requesting, paying associated fees, and obtaining an original transcript evaluation for submission to the Human Resources Division.
- As part of its employment process, TxDOT may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.
- External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System.
- If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is listed on the U.S. Citizenship and Immigration Services site: [Form I-9 Acceptable Documents | USCIS](#). TxDOT is an E-Verify participant.
  - The Department is unable to sponsor any work authorization programs.