TO: Internal and External Applicants for Safety-Sensitive Positions at Cornell University

FROM: Division of Human Resources

SUBJECT: Your Responsibilities as an Applicant / Release Form

Cornell University is a covered employer under the federal Department of Transportation’s Omnibus Transportation Employee Testing Act which carries certain requirements for applicants for safety-sensitive positions. In accordance with this law and with the University’s hiring practices for safety-sensitive positions, the following requirements must be met by you:

* As part of the hiring process, and as a condition of employment in a safety-sensitive function, you will be required to sign this release form allowing Cornell University to obtain positive drug or alcohol test results and refusals to be tested, if any, from your prior employers.
* As a condition of employment in a safety sensitive function, you will be required to undergo a pre-employment drug and alcohol test which must have a negative result. The hiring supervisor will provide you with instructions as to where and when to go for the test.

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Applicant Signature Supervisor Signature

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Applicant Printed Name Supervisor Printed Name

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Date