



City of Portland

Bureau of

# Human Resources

Knowledgeable | Helpful | Responsive

Anna Kanwit, Director  
1120 SW 5th Ave., Rm. 404  
Portland, Oregon 97204-1912  
(503) 823-3572  
Fax (503) 823-4156

Office of Management and Finance

Tom Rinehart, Chief Administrative Officer

## City of Portland Drug and Alcohol Testing Statement for Prospective Employees

Print name of prospective employee: \_\_\_\_\_

ID number (last 4 of SSN): \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State of issue: \_\_\_\_\_ Exp: \_\_\_\_\_

**Is this a CDL?**  YES       NO

Have you been issued a driver's license in another state in the past three years?  YES       NO

If YES, list states: \_\_\_\_\_

Prospective employee must answer the following question as required under US DOT 49 CFR Part 40.25(j).

1. During the past three years, have you ever tested positive, or refused to test, on any pre-employment drug or alcohol test administered by any employer to which you applied for safety-sensitive work covered by DOT Federal Motor Carrier Safety Administration – even if the job offer was withdrawn?  
 YES       NO
2. If you answered YES, you will need to provide proof that you have successfully completed the DOT return-to-duty requirements (attach documentation to this Statement)

Prospective Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

49 CFR Part 40.25(j) states that employers must ask each prospective employee whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by any employer to which the prospective employee applied for a safety-sensitive job under US DOT FMCSA requirements – whether the job offer was withdrawn or not. This also applies to FTA, FAA and Coast Guard.

**If the prospective employee reports that he or she had a non-negative, or refusal, drug or alcohol pre-employment test, then they cannot be placed in a safety-sensitive position until and unless they provide documentation of successful completion of the return-to-duty process (Sec. 40.25 (b)(5) and (e)).**

Pre-employment testing statement for prospective safety-sensitive workers.  
Send completed form to DER (Marquis Fudge) at Interoffice 106/404 or via email.

Ted Wheeler, Mayor

We are an equal opportunity employer

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-6846 or the City's TTY at 503-823-6868.

