

# EMPLOYMENT ACCEPTANCE FORM

SANDIA NATIONAL LABORATORIES

Albuquerque, NM

Livermore, CA

I accept Sandia Corporation's job offer and conditions of employment (per conditions on back). I understand the offer letter and conditions of employment constitute the entire employment offer made by Sandia Corporation ("Sandia").

After the contingencies stated in the offer letter are met, I would like to report on Monday,

\_\_\_\_\_  
(tentative start date agreed upon with hiring manager)

An electronic copy of the **Employee Handbook** is available on the Pre-Employment Instructions website: [http://www.sandia.gov/preemployment\\_instructions/](http://www.sandia.gov/preemployment_instructions/). I have read the Employee Handbook and agree to comply with handbook and to uphold the high standards of Sandia.

I understand that my employment relationship with Sandia is "at will." This means that I have the right to terminate my employment at any time and for any reason. Likewise, Sandia has the right to terminate my employment with or without cause, at any time, with or without notice, with or without any specific procedures, and for any reason. I understand that the Employee Handbook, the offer letter, this form, and any representations by Sandia do not create an employment contract and do not alter this employment at will relationship. I understand that no Sandia Officer, Manager or Supervisor is authorized to offer me any oral contract of employment. I acknowledge that my employment at will relationship can be changed only by the President of Sandia. To be effective, such change must be in writing, must mention the "at will relationship" specifically, and must be signed by the President.

I understand that my first day of Sandia employment represents the first day I am eligible for any Sandia benefit plans. I understand that Sandia has vacation policies that allow for vacation advance subject to manager approval and business needs. I also understand that under certain circumstances, I may be obligated to repay relocation expenses reimbursed by Sandia. I understand that if I leave Sandia with a negative vacation balance, and/or if I resign within 12 months, I am authorizing Sandia to collect the negative vacation balance and/or relocation expenses from my final paycheck, subject to applicable law.

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## Conditions of Employment at Sandia Corporation

<b>Return of the Employment Acceptance Form</b>	Employment is conditional upon the return of this signed <i>Employment Acceptance Form</i> stating your acceptance of the job offer and conditions of employment and that you have read and accepted the principles set forth in the Employee Handbook.
<b>Return of the Affirmative Action Form</b>	Employment is conditional upon the return of the signed Affirmative Action Form. As an employer Sandia is subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974. Providing this information is voluntary and you do have the option not to self-identify.
<b>Return of the Sandia Counterintelligence Questionnaire Form</b>	Employment is conditional upon the return of the completed/signed <i>Sandia Counterintelligence Questionnaire Form</i> which will allow Sandia to conduct a Counterintelligence investigation.
<b>Return of the Commitment to Pursue a DOE Security Clearance Form</b>	In order to work at Sandia, you must be able, in most cases, to obtain a Department of Energy (DOE) security clearance. If applicable, you will be required to sign and return the <i>Commitment to Pursue a DOE Security Clearance</i> form or the <i>Commitment to Pursue United States Citizenship and a DOE Security Clearance</i> form.
<b>Clearance Questions</b>	For further information specific to your circumstance or for assistance in initiating this process, please call NM Personnel Security at (505) 844-7729 or CA Personnel Security at (925) 294-2061.
<b>Eligibility to Work in the U.S.</b>	<p>As a result of the Immigration Reform And Control Act of 1986, Sandia is required to verify your eligibility to work legally in the US, see a complete list of acceptable documentation, <a href="#">Form I-9 Employment Eligibility Verification.pdf</a> .</p> <p>If circumstances beyond your control prevent you from presenting the necessary documentation at sign in, you will have three working days from the day you begin work to supply them. If you do not provide this documentation, your employment will terminate.</p>
<b>Proof of U.S. Citizenship</b>	If you are a U.S. citizen, you will be required to provide evidence of U.S. citizenship or your employment with Sandia may be terminated, ( <a href="#">see list of acceptable documentation</a> ).pdf .
<b>Drug Testing</b>	To assure Sandia's compliance with the Federal Drug-Free Workplace Act of 1988, a post-acceptance and pre-employment urine test for presence of controlled or illegal substances will be conducted on all job candidates. Your employment is conditional upon the successful completion of drug testing as determined exclusively by Sandia.
<b>Employment Medical Evaluation</b>	To assure Sandia's compliance with the Workplace Act of 1988, a medical examination or review is conducted after providing your signed Employment Acceptance Form to the Staffing organization. It is designed to allow Sandia's Medical Department to assist in placing employees in suitable jobs that will not present a health hazard or safety risk to themselves or others.
<b>Official Transcripts</b>	<p>If you have not already provided official transcripts for all conferred degrees, please contact your educational institution(s) to request that an official transcript be mailed directly to your Staffing Representative. Official transcripts are required two weeks before sign-in.</p> <p>If you are a recent graduate whose transcript will not reflect that the degree has been conferred, completion of all academic requirements must still be confirmed, followed by receipt of an official transcript after the official transcript reflects the degree conferred.</p>
<b>Relocation</b>	To qualify for relocation, your one-way commuting distance from the former residence to the new work location must be at least 50 miles greater than the one-way commuting distance from the former residence to the former work location. Sandia will reimburse moving and travel expenses according to Sandia's relocation policy. Employees resigning within 12 months after being placed on Sandia's payroll must repay all expenses paid by Sandia.
<b>Additional Information</b>	<p>Soon after reporting to work, you will be required to:</p> <ul style="list-style-type: none"> <li>• Sign an <i>Affidavit of Radiation Exposure</i>. Most of our employees are never exposed to radiation, and those who may be exposed are carefully protected and monitored. Because some of our work involves nuclear research and travel to nuclear facilities, we must obtain a complete exposure history from you.</li> <li>• Sign (if applicable) a <i>Certificate of Existing Physical Impairment</i> pursuant to the New Mexico Workers' Compensation Act.</li> </ul>