

FORM B

TOWN OF MANCHESTER, CONNECTICUT  
HUMAN RESOURCES DEPARTMENT

Dear Candidate:

You have been given a conditional job offer for employment with the Town of Manchester. The final step in the selection process is a pre-employment drug test.

You do not need an appointment for your pre-employment drug test. CorpCare will take you as a walk-in. However, if your conditional offer requires you to have a pre-employment physical, **you must make an appointment** with CorpCare. CorpCare can be reached at (860) 647-4796 if you have questions. The facility is located at 2800 Tamarack Avenue, Suite 001, South Windsor, CT 06074. **PLEASE TAKE THIS FORM WITH YOU and bring a photo I.D. with you to your appointment.**

**The drug screen will be at the Town's expense and should be completed within 24 hours of the conditional job offer. Please let us know when you have completed the drug test by calling the Human Resources Department at (860) 647-3126. This allows us to follow up on the results in a timely manner.**

If you have any questions regarding this process, please call the Human Resources Office at 647-3126 or the department in which you have been interviewed. We appreciate your cooperation.

\*\*\*\*\*

TO CORP CARE:

The bearer of this letter has been sent to you to complete the following:

  X   A non-NIDA drug test (for general employees).  
Please fax the results to (860) 647-5241

       A NIDA drug test (for CDL holders)  
Foley Services will send us the results.

       Non-CDL Public Works Physical

       CDL Public Works Physical

If you have any questions, please call:

Tricia Catania, Deputy Director of Human Resources & Labor Relations (860) 647-3102  
Kylee Varga, Human Resources Specialist (860) 647-3148