



**Mr. Anthony Sellers, Executive Director**  
**P.O. Box 701**  
**Jasper, Alabama 35502**  
**205-582-4345**

## **Employment Application**

HARTT is an equal opportunity employer. This application will not be used for limited or excluding applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an application need reasonable accommodation in the application process, he or she should contact a company representative.

*Please fill out all of the sections below.*

### **Applicant Information**

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

***\*In order to be employed by HARTT, one must be 18 years of age or older. HARTT may require proof of age upon decision to hire.***

### **Employment Position**

**Position Applying For:** (circle one) Behavior Interventionist    Family Support Specialist

Administrative Manager    Therapist    Program Coordinator    Program Director

**What days/times are you available to work?** \_\_\_\_\_

**On what date can you start working if you are hired?** \_\_\_\_\_

**Do you have reliable transportation to and from work?** \_\_\_\_\_

### **Personal Information**

**Have you ever applied to or worked for HARTT before? If so, when?** \_\_\_\_\_

**Are you a U.S. citizen or approved to work in the United States?** \_\_\_\_\_

**Will you consent to mandatory background checks and/or controlled substance tests?** \_\_\_\_\_

**Have you ever been convicted of a criminal offense? If yes, please explain.** \_\_\_\_\_

\_\_\_\_\_



## Employment Application

### **Job Skills/Qualifications**

Please list below the skills, qualifications, experience, and certifications you possess for the position for which you are applying.

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### **Education and Training**

Please include the name, location, graduation date, and degree earned for each educational institution listed.

**High School:** -----

**College/University:** -----

**Vocational School/Specialized Training:** -----

**Are you a member of the Armed Services? If yes, please include branch, discharge rank, and military skills you possess that would be an asset for this position.** -----

**\*In order to be employed by HARTT, one must have a high school diploma or the equivalent. HARTT may require proof of diploma upon decision to hire.**

### **Previous Employment**

Please list job title, supervisor name, employment dates, and reason for leaving for each previous place of employment listed.

**1.** -----

**2.** -----

**3.** -----



## Employment Application

### **References**

*Please list three references along with their relationship to the applicant and a contact number.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **At-Will Employment**

The relationship between you and HARTT is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or HARTT. No representative of HARTT has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status.

### **Employment Contingency**

All offers of employment are contingent upon a post-offer criminal background check, reference check, Alabama C/AN clearance, and possible drug testing.

### **Good-Faith Statement**

Upon signing this application, you represent that all information included herein is correct to the best of your knowledge and that you agree to the At-Will Employment statement above.

**Applicant Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Background Check Authorization

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In the interest of maintaining the safety and security of our clients, employees, and property, HARTT will order a background report (consumer and/or investigative) on you in connection with your employment application, and if you are hired, or if you already work for HARTT, may order additional background reports on you for employment purposes. The background check company, Checkr, as well as the State Department of Human Resources will prepare the background report for HARTT.

Checkr can be reached by phone at (844) 824-3257 or at their web address [www.checkr.com](http://www.checkr.com). The State Department of Human Resources can be reached at (334) 242-1310. The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; drug testing results; and, if applicable, worker's compensation injuries.

Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any applicable federal, state or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative" report is a background report that includes information from such personal interviews.)

The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by Checkr, the State Department of Human Resources, or another outside organization. You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning HARTT at (205) 582-4345.

A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form. The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights in A Summary of Your Rights Under the Fair Credit Reporting.



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### Authorization for Background Checks

After carefully reading this Background Check Disclosure and Authorization form, I authorize HARTT to order my background report, including investigative consumer reports. I understand that HARTT may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to Checkr and the State Department of Human Resources and their agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state, and local agencies; federal, state, and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. The information that can be disclosed to Checkr, the State Department of Human Resources, and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

I agree HARTT may rely on this authorization to order background reports, including investigative consumer reports, from companies other than Checkr or the State Department of Human Resources without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

Printed Names \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



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## Background Check Authorization

### Background Check Information

The information requested below is collected solely for the purpose of aiding HARTT in running a background check in connection with your application for employment. HARTT is requesting that you provide this information to assist in conducting a thorough background check.

### Personal Info

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

### Other Names

Maiden/Other Name \_\_\_\_\_ Years Used \_\_\_\_\_

Maiden/Other Name \_\_\_\_\_ Years Used \_\_\_\_\_

### Addresses Within Last 7 Years

Present Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Prior Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Prior Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Criminal History

Have you ever been convicted of a crime?  yes  no

Do you have any pending charges against you for any crime?  yes  no

If yes to either, describe: \_\_\_\_\_



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### **A Summary of Your Rights Under the Fair Credit Reporting Act**

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.



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### **A Summary of Your Rights Under the Fair Credit Reporting Act, Cnt.**

- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).





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### **A Summary of Your Rights Under the Fair Credit Reporting Act, Cnt.**

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

- Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates – Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
- Federal Trade Commission: Consumer Response Center – FCRA in addition to the CFPB: Washington, DC 20580 (877) 382-4357
- National banks, federal savings associations, and federal branches and federal agencies of foreign banks – Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
- State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act – Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
- Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations – FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
- Federal Credit Unions – National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
- Air carriers – Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
- Creditors Subject to the Surface Transportation Board – Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
- Creditors Subject to the Packers and Stockyards Act, 1921 – Nearest Packers and Stockyards Administration area supervisor
- Small Business Investment Companies – Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
- Brokers and Dealers – Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
- Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations – Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
- Retailers, Finance Companies, and All Other Creditors Not Listed Above – FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357