



TABLELAND SERVICES, INC.

The Community Action Agency for Somerset County

APPLICANT NOTICE

Background Screening and Employment Eligibility

Thank you for your interest in employment with Tableland Services, Inc.

As a nonprofit organization providing services to children, families, older adults, individuals with disabilities, and other vulnerable populations, we are committed to maintaining a safe environment for those we serve while providing a fair, respectful, and equitable hiring process for all applicants.

Certain positions require criminal history and other background clearances as required by Pennsylvania law, funding requirements, licensing standards, contractual obligations, or organizational policy. These screenings help verify an applicant's eligibility for employment in positions where background clearances are required.

Equal Employment Opportunity

Tableland Services, Inc. is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all qualified applicants and employees without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, ancestry, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Employment decisions are based on qualifications, experience, the essential functions of the position, organizational needs, and applicable legal requirements.

Criminal History and Employment

Tableland Services, Inc. believes individuals should be evaluated fairly and consistently throughout the hiring process.

A criminal conviction **does not automatically disqualify** an applicant from employment.

When permitted by law, criminal history information is reviewed on an individualized basis. Factors that may be considered include:

- The nature and seriousness of the offense;
- The relationship of the offense to the duties and responsibilities of the position;
- The amount of time that has passed since the offense or completion of the sentence;
- Evidence of rehabilitation or other relevant circumstances; and
- Any legal or regulatory requirements applicable to the position.

Certain positions are subject to mandatory employment restrictions established by Pennsylvania law or other applicable regulations. When the law prohibits employment based on specific

convictions or founded child abuse findings, Tableland Services, Inc. is required to comply with those legal requirements.

Required Background Clearances

Depending on the position, applicants may be required to complete one or more of the following:

- Pennsylvania State Police Criminal History Record Check
- Pennsylvania Child Abuse History Clearance
- Federal Bureau of Investigation (FBI) Fingerprint-Based Criminal History Check
- National Sex Offender Registry verification
- Pennsylvania Department of Transportation Motor Vehicle Record (when driving is an essential function of the position)
- Other screenings or verifications required by law or specific program requirements

Tableland Services, Inc. coordinates the required background clearances for applicants selected to move forward in the hiring process and pays the associated costs unless otherwise required by law or specific program requirements.

Confidentiality

Background clearance information is maintained confidentially and is accessible only to authorized personnel with a legitimate business need, in accordance with applicable laws and organizational policies.

Questions?

Our Human Resources team is happy to answer questions regarding our employment opportunities or hiring process.

Jennifer Hemminger, Director of Human Resources

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