



TABLELAND SERVICES, INC.

The Community Action Agency for Somerset County

Employment Process

Join the Tableland Services Team

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

At Tableland, we believe our employees are our greatest asset. We are committed to recruiting qualified individuals who share our mission of strengthening individuals, families, and communities through compassionate, high-quality services.

We strive to make our hiring process fair, transparent, and respectful for every applicant.

Our Hiring Process

1. Submit Your Application/Resume'

Applications are reviewed by Human Resources and the hiring manager to determine whether an applicant's qualifications meet the needs of the position.

Applicants selected to move forward will be contacted regarding the next steps.

2. Interview

Qualified applicants are invited to participate in one or more interviews.

The interview provides an opportunity for us to learn more about your experience, skills, and qualifications while giving you the opportunity to learn more about Tableland Services, our programs, and the position.

3. Conditional Offer of Employment

Applicants selected for employment may receive a conditional offer.

A conditional offer means that employment is contingent upon successfully completing all pre-employment requirements applicable to the position.

These requirements may include verification of education, professional licensure, references, and legally required background clearances.

4. Background Clearances

Many positions at Tableland Services require background clearances because we provide services to children, older adults, individuals with disabilities, and other vulnerable populations.

Depending on the position, required clearances may include:

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

Tableland Services 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.

A criminal conviction **does not automatically disqualify** an applicant from employment. Where permitted by law, criminal history is evaluated on an individualized basis. Certain positions, however, are subject to mandatory eligibility requirements established by Pennsylvania law.

5. Employment Eligibility Review

After all required pre-employment requirements have been completed, Human Resources reviews the information to verify eligibility for employment in accordance with applicable laws, regulations, funding requirements, and organizational policies.

6. Welcome to Tableland!

Once all employment requirements have been satisfied, your employment will be confirmed, and you'll receive information about orientation, onboarding, benefits, and training.

We look forward to welcoming you to the Tableland Services team.

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 status protected by applicable federal, state, or local law.

Employment decisions are based on job-related qualifications, organizational needs, and applicable legal requirements.

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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