State of Connecticut Human Resources
Request to Participate in Mandatory Rights Program
Form CT-HR-1

Date:

Employee Name:

Dear

You are receiving this document because you are eligible for mandatory rights due to the following action: Select most applicable scenario

You must initiate a request to activate your rights by filling out a Freenames application in JobAps. DAS Statewide Human Resources Management (SHRM) will review your rights and send you a notice once your rights have been activated. If you fail to initiate a request to have your rights activated, there may be a delay in the approval of your rights and/or missed opportunities. DAS SHRM will also conduct a review of your Freenames application to determine if there are any additional classes which you are qualified to fill. If eligible, you will receive an email notification from DAS SHRM with an attachment and instructions for requesting rights to additional classes you are qualified to fill. Please be diligent in checking your email and updating your contact information. Most correspondence will occur via email.

Please follow the steps listed on the last page of this document (also found on the Online Employment Center at https://jobapscloud.com/ct), **Instructions to activate mandatory rights**, to initiate a request to have your rights administered.

You can check your rights at any time by logging onto your personal status board and following the instructions found on the last page of this document (also found on the Online Employment Center), **Checking mandatory rights**.

You and your human resources representative must complete the following pages. Questions can be addressed to DAS.Certification@ct.gov.

State of Connecticut Human Resources
Request to Participate in Mandatory Right Programs

Form #: CT-HR-1 Revision
Date: November 2019

Instructions: The Human Resources Representative and the Employee must complete and review for accuracy all information requested on pages 2-5 of this form. The employee must upload the completed form to their JobAps Freenames Application.

GENERAL EMPLOYEE INFORMATION

Employee Name:

Last, First, MI

Employee Home Email:

Employee ID:

Name of Current Agency:

Current Job Class Title:

Current Job Class Code (6-digit code):

Current Pay Plan / Salary Group / Step:

Current Bargaining Unit: Select from Dropdown

Action Type: Select from Dropdown

Service Status at Time of Action: ◯ **Classified** ◯ **Unclassified**

Hazardous Duty Employee at Time of Action? ◯ **Yes** ◯ **No**

Effective Date of Action:

Effective Date of Eligibility Expiration: 01/01/01
(Date will default to 01/01/01- DAS will enter the appropriate date following review)

Last Employing Agency at Time of Action:

Class Title at Time of Action:

Job Code at Time of Action (6 characters):

Date Working Test Period Completed:

Biweekly at Time of Action:

Pay Plan / Salary Grade / Step at Time of Action:

Bargaining Unit at Time of Action: Select from Dropdown

Work Location (Town) at Time of Action:

Seniority at Time of Action (Contractual): Years Months Days

Seniority at Time of Action (Statutory): Years Months Days

Employment Status at Time of Action: Select One **# of Biweekly Hours:**

Employee Name: Employee ID:

Instructions for Agency Representative: Complete the information on this page. List all classified job classes employee has held permanent status in and comparable job classes. Be sure to include all 6-digit job codes for each class, including different hourly equivalents.

Instructions for the Employee: The following is a list of job classes for which you may be eligible to have reemployment rights. It includes the job class in which you had permanent status prior to the action which may make you eligible for rights. It includes any classes deemed comparable to this job class and any job classes in which you previously acquired permanent status. You must have completed a working test period in all classes to qualify for reemployment rights in those classes. Log onto your Freenames application in JobAps and use the information in this document, including the job classes listed below, to request to activate your rights. Failure to do so may result in missed opportunities.

Job Classes Which Eligible for Reemployment Right	Class Code	Salary Grade

Employee Name: Employee ID:

Comparable to Reemployment Job Classes	Class Code	Salary Grade

After you create and submit a Freenames application, DAS Statewide Human Resources Management Division staff will review and activate any classes which you are eligible to have rights. DAS SHRM will also conduct a review of your Master Application to determine if there are any additional classes which you are qualified to fill. If eligible, you will receive an email notification from DAS SHRM with an attachment and instructions for requesting rights to any additional classes you are qualified to fill.

Mandatory Rights Applicants

Instructions to Activate Mandatory Rights:

The purpose of this area of Freenames is to request to activate your mandatory rights.

1. Download and **save CT-HR-1** form as a pdf.
2. In your browser type **https://jobapscloud.com/ct**.
3. Under **Application Template**, select the **Freenames** link.
4. Within the Freenames page, under the **MANDATORY RIGHTS** category, click the radio button for **Mandatory Rights**.
5. Click **Start Application**.
6. Using pages 4 and 5 of the CT HR-1 form, select the box next to the job class(es) and associated pay plans. **Note:** DO NOT use the Search bar to select classes when completing a Freenames Application. Doing so unchecks any classes you have already selected.
7. Scroll to the top of the page and click **Add All Checked Classes to My Freenames Application**.
8. Under **Terms of Use Agreement**, select **I agree with the above terms of use** checkbox located in the grey box.
9. Review and take action on the following:

If	Then	Result
You have registered previously	Click **I have Registered Previously** then enter your JobAps User Id and Password and click **Retrieve Application** to select an Application Template or a Submitted Application to copy.	A Freenames Application auto-populates. You will be required to complete all areas with a **red***.
You have not registered previously	Click **I am a New User** and follow the instructions to establish a JobAps Account.	A Freenames Application launches. You will be required to complete all areas with a **red***.

10. This will direct you to the **Profile** tab of your Freenames Application. Any information displaying here auto-populated from previous submissions you have made in JobAps.
11. Using your CT-HR-1 form, enter all requested information (boxes with a **red*** are **required fields**).

12. Complete **each tab** of the application and at the bottom of each page, **click Save & Continue**.

13. On the **Other** tab, upload your CT-HR-1 form, then at the bottom of the page, click **Save & Continue**.

14. On the **Review** tab, carefully examine the information you have entered and if it is correct, click **Ready to Send App.**

15. When your application is complete, click the **Submit** tab, certify the statements by clicking the box in the upper left hand corner, then click **Submit to State of Connecticut.**

16. A pop-up confirmation displays instructing you to add the accepted address to avoid any email notifications being blocked or filtered to a spam folder. Click **Ok**.

17. A **Confirmation of Employment Application Submission** page displays with the title(s) of the Freenames Mandatory Rights application(s) submitted.

Note: If you forget to select a job class, finish submission of the application you are working on and start a new application with any missed job classes following these instructions.

What's Next?

By submitting this application and receiving approval by DAS, Statewide Human Resources Management (SHRM), your name will automatically be placed on certified recruitment list(s) matching the job title(s) for which you have rights by selected location(s), shift and type(s) of employment for a period as determined by the type of right(s) from the date you complete a Freenames Mandatory Rights application.

You will receive an email notification from DAS SHRM to let you know whether or not your rights are approved or not approved. If your rights are approved, the email may include an attachment, CT HR-1A form, displaying a list of any other classes you may be qualified to fill.

If your rights are not approved, your name will not be placed on recruitment list(s) and you must apply individually to recruitments in which you are interested and qualified.

Checking mandatory rights:

- Log onto the State of Connecticut, Online Employment Center at https://jobapscloud.com/ct

- Select the **'My Applications'** link (*in the gray box at the top of the page*)

- Enter your JobAps **User ID** and **Password** and click **Retrieve Application** *(your personal status board will launch)*

- Scroll down to the header '**Submitted and Unfinished Applications'**

- Under the **Job Title/Bulletin Number** (1st column), locate any Job Number starting with **MAND** (mandatory rights). The naming convention will be: MAND-job class code-F

- Under the **Status/Disposition** (4th column), select the link titled **View Approved Rights** where you can see the specific right you have to that job class title. If your rights have been denied, expired or made inactive, the Status/Disposition column will be Inactive Eligible for Referral.