



June 01, 2020

Dear Applicant,

Thank you for your interest in the 2020 Howard County Virtual Summer Youth Program. The program will focus on valuable job readiness skills and career exploration in a structured virtual learning environment.

To participate in the Howard County Virtual Summer Youth Program, you must be a Howard County Resident between the ages of 14-24; and meet one or more of the following criteria:

- Low Income
- Homeless or Runaway
- Pregnant or Parenting
- An Offender
- At Risk or Disconnected Youth
- High School Drop Out
- Foster Child
- Deficient in Basic Literacy Skills (IEP)
- Youth with a Disability

If selected to participate in the Howard County Virtual Summer Youth Program, participants must be committed to working up to 20 hours per week and will earn a competitive wage for a maximum of five weeks. We anticipate operating the program from July 13, 2020 until August 14, 2020. We will hold a mandatory orientation on July 13, 2020 and July 14, 2020.

Enclosed is a packet of information containing: a Documentation Check-Off Sheet, SSCI Background Check Form, Maryland Work Permit Application, and a Howard County Virtual Summer Youth Program Employment Application. Please complete and return all copies of the appropriate documentation along with the completed application to be considered for the program.

Once received, your packet will be reviewed for eligibility and completeness. If complete and you are selected for the program, you will be contacted for an interview. Positions are **limited!** Participants will be selected based upon order of receipt of a complete packet and through the interview process. Participants are strongly encouraged to submit completed packets with documentation electronically through the Howard County Office of Workforce Development Portal (<https://hcmoveit.howardcountymd.gov/>). If you choose to mail your packet, please send it to the Columbia Workforce Center, 7161 Columbia Gateway Drive, Columbia, MD 21046. The **deadline** to submit your packet electronically or by U.S. mail is **Friday, June 19, 2020 at 4:00 pm**. Due to program constraints, late or incomplete packets will not be considered or accepted. There may be delays in the delivery of mailed packets.

If you have any questions or concerns, please contact either Jermira Sarratt or Ninah Dawson at 410-290-2620 or email them to [jesarratt@howardcountymd.gov](mailto:jesarratt@howardcountymd.gov) or [ndawson@howardcountymd.gov](mailto:ndawson@howardcountymd.gov).

Best Regards,

Jermira Sarratt, Youth Program Coordinator  
Howard County Office of Workforce Development

**HOWARD COUNTY OFFICE OF WORKFORCE DEVELOPMENT—Connecting People and Business**

**The Columbia Workforce Center**  
7161 Columbia Gateway Drive, Ste. D  
Columbia, MD 21046  
PHONE: (410) 290-2620  
FAX: (410) 290-2626

WEB: <http://www.howardcountymd.gov/howardworkforce>  
FACEBOOK: <https://www.facebook.com/howardworkforce>  
EMAIL: [owd@howardcountymd.gov](mailto:owd@howardcountymd.gov)



# SUMMER YOUTH PROGRAM

HOWARD COUNTY OFFICE OF WORKFORCE DEVELOPMENT



## Your Access to Opportunity!

### OUR PROGRAM:

Summer is right around the corner. Apply now for Howard County's Virtual Summer Youth Program

The program consists of a five-week PAID career academy that includes virtual job readiness training and career exploration activities. Limited positions are available, so apply today!

### CURRICULUM:

The job readiness training provides instruction in the skills youth need to apply for a job, to secure and retain employment. The program will build participants' knowledge about the essential skills, credentials and education needed for workforce success.

### OFFERING:

- Five weeks PAID job readiness
- Competitive wage
- Up to 20 hours/week

### REGISTRATION:

Registration closes Friday, June 19, 2020 at 4:00 p.m.

### TO PARTICIPATE YOU MUST BE:

- A Howard County Resident between the ages of 14 and 24 **and meet one or more of the following criteria:**
- Low-Income
- High school dropout
- Homeless or runaway
- Pregnant or parenting
- Foster child
- Offender
- Limited skills in reading and math
- IEP or 504 Plan
- At Risk or Disconnected Youth

## REMEMBER, YOUR FUTURE IS IN YOUR HANDS!

Contact Jermira Sarratt or Ninah Dawson at 410-290-2620 or email [jsarratt@howardcountymd.gov](mailto:jsarratt@howardcountymd.gov) or [ndawson@howardcountymd.gov](mailto:ndawson@howardcountymd.gov) for more information.



\*Contingent upon funding availability.



The Columbia Workforce Center  
7161 Columbia Gateway Drive, Ste. D Columbia, MD 21046  
Phone: (410) 290-2620  
Fax: (410) 290-2626  
Email: [owd@howardcountymd.gov](mailto:owd@howardcountymd.gov)  
Web: [howardcountymd.gov/howardworkforce](http://howardcountymd.gov/howardworkforce)  
Follow us on Facebook at [www.facebook.com/howardworkforce](http://www.facebook.com/howardworkforce)

## Opportunities, Jobs and Competitive Edge

Equal Opportunity Program: As an equal opportunity program, discrimination in WIOA Title I financially assisted programs or activities is prohibited by federal law and by Howard County Government. Auxiliary aids and services are available upon request to individuals with disabilities. If you need an accommodation, please contact Stephanie Hill at 410-290-2620, or use Maryland Relay 711. Veteran and eligible spouses are given priority of service in time and funding.

A proud partner of the AmericanJobCenter® network



# Howard County Office of Workforce Development

## Virtual Summer Youth Program Documentation Checklist

CUSTOMER NAME \_\_\_\_\_ DATE \_\_\_\_\_

If you would like to participate in the Howard County Virtual Summer Youth Program, all the applicable documentation under each category must be submitted together when turning in your employment packet. The Howard County Virtual Summer Youth Program packets are due by mail or electronically (<https://hcmoveit.howardcountymd.gov/>) by **June 19, 2020** at 4:00 p.m. Due to program constraints; we cannot accept any late or incomplete packets.

- o **Proof of Identification:** Please submit **one** of the following:
  - Howard County School Identification Card (Current School year)
  - MD Driver's License or MVA non-driver's Identification Card
  - Unexpired United States Passport or Foreign Passport
  
- o **Proof of Residence:** Please submit **one** of the following:
  - MD Driver's License or MVA non-driver's ID Card
  - Lease Agreement
  - School Records
  - Postmarked Mail with Applicant's Name and Address
  
- o **Proof of Social Security Number:** Please submit **one** of the following:
  - Social Security Card
  - Letter from Social Security Administration
  
- o **Proof of Household Income:** (Please provide recent documentation within the last **30 days** of the following for all that applies)
  - Copies of last two pay checks stubs of everyone that is employed in the household
  - Social Security Disability Insurance or Social Security Retirement Payments
  - Military Allotments
  - Unemployment Benefit Printout
  - Documentation from Department of Social Services (Food Stamp and/or TANF)
  
- o **Proof of U.S. Citizenship:** Please submit **one** of the acceptable documents
  - Birth Certificate
  - Unexpired U.S Passport or Foreign Passport stamped eligible to work
  - **Alien Authorization to work in the U.S.A:** Please submit **one** of the acceptable documents:
    - Alien Registration Receipt Card with photograph (I-51 or I-551)

- Unexpired Employment Authorization (I-688/I-688A/I-688B)

**Additional Required Documentation, If you are an:**

- **Offender**
  - Letter from the Department of Juvenile Services or Howard County
- **Pregnant/Parenting Youth**
  - Doctor notification with infant due date
  - Sonogram/Ultrasound of infant
  - Copy of child's Birth Certificate
- **Foster Child/ Runaway or Homeless Youth**
  - Documentation from local shelter
  - Documentation from Department of Social Services
- **Educational Services**
  - 504 Plan
  - Individual Educational Plan (IEP)

**\*If you are having trouble providing documentation, please contact us prior to June 19, 2020.**

RETURN TO:

HOWARD COUNTY GOVERNMENT  
OFFICE OF HUMAN RESOURCES  
3430 COURT HOUSE DRIVE  
ELLCOTT CITY, MARYLAND 21043  
EOE/MF

WEB SITE: [www.howardcountymd.gov](http://www.howardcountymd.gov)  
JOB LINE: (410) 313-4460 TTY : (410) 313-2323

# EMPLOYMENT APPLICATION

It is Howard County Government's policy to select new employees and to promote current employees based upon qualifications without regard to race, creed, religion, disability, color, sex, national origin, age, marital status, political opinion or sexual orientation. Each selected applicant must meet all requirements, which may include successful completion of an oral, written or unassembled examination, a medical examination and a confidential background investigation. Disabled applicants requiring accommodation in completing the application process should call 410-313-2033.

**INSTRUCTIONS: Applications are only accepted for positions, which are posted.** All applicants, including County employees seeking promotion or transfer, must provide a complete, separate and signed application for each position. A photocopy with an original signature is acceptable. Mailed applications must be postmarked no later than midnight on the final date for filing. Applications are retained for a period of six months from the date of receipt.

POSITION APPLYING FOR: \_\_\_\_\_  Part Time  
 Full Time

**NOTE: In general, candidates are hired at the entry rate for the position. If you are unable to accept the entry rate, please indicate the minimum rate you are willing to consider:**

\$ \_\_\_\_\_  per year  per hour

PLEASE PRINT OR TYPE:

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

Address: \_\_\_\_\_  
Street City State Zip

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Do you possess a valid motor vehicle operator's license?  Yes  No Type/Class: \_\_\_\_\_

Are you a **current** Howard County Government employee?  Yes  No Location: \_\_\_\_\_

Are you a **former** Howard County Government employee?  Yes  No Date Left: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

## EDUCATION AND TRAINING

Highest Grade Completed: \_\_\_\_\_

Do you have a High School Equivalency Diploma (GED) :

Did you graduate?  Yes \_\_\_\_\_ / \_\_\_\_\_  
month year

Yes \_\_\_\_\_ year awarded \_\_\_\_\_ state awarded

No

Name, City and State of Last High School Attended:

COLLEGES ATTENDED CITY & STATE	MAJOR FIELD	NO. OF CREDITS	DEGREE AWARDED	DATES ATTENDED FROM TO	

OTHER TRAINING (including business, trade, military or correspondence schools)					TOTAL	
NAME OF SCHOOL	CITY	STATE	TYPE OF TRAINING	HRS.	WKS.	

SPECIAL QUALIFICATIONS - (Include active technical/professional licenses and numbers, academic or professional awards, etc.)

# EMPLOYMENT HISTORY

**Instructions:** PLEASE PROVIDE A COMPLETE EMPLOYMENT HISTORY, LISTING ALL POSITIONS HELD, INCLUDING MILITARY, PART-TIME, SUMMER, AND VOLUNTEER. USE ADDITIONAL SHEETS IF NECESSARY. IF SUBMITTING A RESUME, YOU MUST COMPLETE ALL INFORMATION EXCEPT "DUTIES".

## PRESENT OR MOST RECENT POSITION:

MAY WE CONTACT YOUR PRESENT EMPLOYER ABOUT YOU?    YES    NO

EMPLOYER NAME _____ ADDRESS _____ _____ JOB TITLE _____	Dates of Employment Month/Year From                      To _____ / _____      _____ / _____	Salary Start \$ _____ Final \$ _____	Average Hrs. Per Week _____
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TELEPHONE \_\_\_\_\_ - \_\_\_\_\_ NAME AND TITLE OF SUPERVISOR \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

NUMBER OF EMPLOYEES SUPERVISED \_\_\_\_\_ TYPES OF EMPLOYEES SUPERVISED \_\_\_\_\_

DUTIES \_\_\_\_\_

## FORMER POSITION:

EMPLOYER NAME _____ ADDRESS _____ _____ JOB TITLE _____	Dates of Employment Month/Year From                      To _____ / _____      _____ / _____	Salary Start \$ _____ Final \$ _____	Average Hrs. Per Week _____
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TELEPHONE \_\_\_\_\_ - \_\_\_\_\_ NAME AND TITLE OF SUPERVISOR \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

NUMBER OF EMPLOYEES SUPERVISED \_\_\_\_\_ TYPES OF EMPLOYEES SUPERVISED \_\_\_\_\_

DUTIES \_\_\_\_\_

## FORMER POSITION:

EMPLOYER NAME _____ ADDRESS _____ _____ JOB TITLE _____	Dates of Employment Month/Year From                      To _____ / _____      _____ / _____	Salary Start \$ _____ Final \$ _____	Average Hrs. Per Week _____
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TELEPHONE \_\_\_\_\_ - \_\_\_\_\_ NAME AND TITLE OF SUPERVISOR \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

NUMBER OF EMPLOYEES SUPERVISED \_\_\_\_\_ TYPES OF EMPLOYEES SUPERVISED \_\_\_\_\_

DUTIES \_\_\_\_\_

## OTHER QUALIFICATIONS

- Data Entry or Key Boarding skills @ \_\_\_\_\_ words per minute
- Power Tools or Motor Equipment (list tools and equipment below)
- Computer Skills (list specific hardware and/or software below)
- Other (list below)

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List below any additional information you consider pertinent to your application for employment:

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## GENERAL INFORMATION

Affirmative responses to the following questions will not automatically exclude you from employment consideration.

Have you ever been dismissed or asked to resign from any position for reasons other than disability? Yes  No  If yes, please explain.

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Have you ever been convicted of an offense in an adult court? Yes  No  If yes, please explain .

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## RECRUITMENT SOURCE

How did you find out about this job? (Please mark as many as apply)

- |  |   |
|--|---|
| <input type="checkbox"/> (1) County Human Resources Office or Job Line                 | <input type="checkbox"/> (6) Radio or TV _____<br>Name of Station |
| <input type="checkbox"/> (2) County Employee _____<br>Name                             | <input type="checkbox"/> (7) Internet _____<br>Web Site           |
| <input type="checkbox"/> (3) Job Announcement on Bulletin Board                        | <input type="checkbox"/> (8) Other (please specify)               |
| <input type="checkbox"/> (4) Social Media<br>_____<br>Name of Newspaper or Publication | _____   |
| <input type="checkbox"/> (5) Community Organization<br>_____<br>Name of Organization   | _____   |

## REQUIRED SIGNATURES

In order to avoid a delay in the processing of your application, please be sure you have signed and dated the form below and that you have answered every question clearly and completely.

**NOTE: If you are submitting a photocopied application, signatures on this page MUST be original.**

A THE FOLLOWING NOTICE APPLIES TO EVERYONE EXCEPT APPLICANTS FOR LAW ENFORCEMENT OFFICER POSITIONS AS DEFINED BY STATE LAW, OR ANY EMPLOYEE OF ANY LAW ENFORCEMENT AGENCY OF THE STATE OF MARYLAND OR ANY COUNTY, INCORPORATED CITY OR TOWN, OR OTHER MUNICIPAL CORPORATION.

*"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100."*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

- B. I UNDERSTAND THAT TO BE ELIGIBLE FOR EMPLOYMENT, I MUST BE A CITIZEN OR NATIONAL OF THE UNITED STATES, AN ALIEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE, OR AN ALIEN AUTHORIZED BY THE IMMIGRATION AND NATURALIZATION SERVICE TO WORK IN THE UNITED STATES. I FURTHER UNDERSTAND THAT TO BE EMPLOYED BY HOWARD COUNTY GOVERNMENT, I WILL BE REQUIRED TO PRESENT EVIDENCE OF MY IDENTITY AND EMPLOYMENT ELIGIBILITY THAT ARE GENUINE AND RELATE TO ME AND THAT FEDERAL LAW PROVIDES FOR IMPRISONMENT AND/OR FINE FOR ANY FALSE STATEMENTS OR USE OF FALSE DOCUMENTS IN CONNECTION WITH MY ELIGIBILITY VERIFICATION.
- C. I UNDERSTAND AS A CONDITION OF MY EMPLOYMENT I MAY BE REQUIRED TO FILE A FINANCIAL DISCLOSURE STATEMENT.
- D. I CERTIFY THAT I HAVE READ AND FULLY COMPREHEND THIS FORM IN ITS ENTIRETY AND THAT THE INFORMATION HEREIN PROVIDED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT, SHOULD ANY STATEMENT I HAVE MADE PROVE TO BE FALSE, MISLEADING OR ERRONEOUS, IT MAY RESULT IN THE REJECTION OF MY APPLICATION OR IN MY DISCHARGE FROM THE COUNTY SERVICE. IN SUBMITTING THIS APPLICATION, I FURTHER UNDERSTAND THAT IT BECOMES THE PROPERTY OF HOWARD COUNTY AND WILL NOT BE RETURNED.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**HOWARD COUNTY GOVERNMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
**COMMITTED TO WORKFORCE DIVERSITY**



<p><b>A minor under the age of 14 may not be employed or permitted to work.</b></p> <p><b>Minors 14 through 17 years of age may only work with a work permit.</b></p> <ul style="list-style-type: none"> <li>• The work permit must be in the employer’s possession before the minor is permitted to work.</li> <li>• Employers must keep the work permit on file for three years.</li> </ul>	<p style="text-align: center;"><b>APPLYING FOR A WORK PERMIT</b></p> <p>Applications for work permits are accepted online at: <a href="https://www.dllr.state.md.us/childworkpermit">https://www.dllr.state.md.us/childworkpermit</a></p> <p>Steps:</p> <ul style="list-style-type: none"> <li>• Minor completes required information online</li> <li>• Minor prints work permit</li> <li>• <b>TO BE VALID: The Minor, the Minor’s Parent (Guardian), and the Employer must sign the permit</b></li> </ul>
<p style="text-align: center;"><b>PERMISSIBLE HOURS OF EMPLOYMENT FOR ALL MINORS</b></p> <p>May not be employed or permitted to work more than 5 hours continuously without a non-working period of at least ½ hour.</p> <p><b>MINORS 14 – 15</b></p> <p>4 hours on any day when school is in session. 8 hours on any day when school is not in session. 23 hours in any week when school is in session for 5 days. 40 hours in any week when school is not in session. May only work between the hours of 7:00 am and 8:00 pm May work until 9:00 pm from Memorial Day until Labor Day The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.</p> <p><b>MINORS 16- 17</b></p> <p>May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least 8 consecutive hours of non-work, non-school time in each 24-hour period</p> <p><b>EXEMPTIONS</b></p> <p>Exceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. Applications for exceptions should be addressed to the Commissioner giving explicit details.</p>	<p style="text-align: center;"><b>NON-EMPLOYMENT ACTIVITIES</b></p> <p>Activities not considered employment if performed outside of the prescribed school day and the activity does not involve mining, manufacturing or hazardous occupations. The activities include:</p> <ul style="list-style-type: none"> <li>• Farm work performed on a farm.</li> <li>• Domestic work performed in or about a home.</li> <li>• Work performed in a business owned or operated by a parent or one standing in the place of a parent.</li> <li>• Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent.</li> <li>• Caddying on a golf course.</li> <li>• Employment as an instructor on an instructional sailboat.</li> <li>• Manufacturing of evergreen wreaths in or about a home.</li> <li>• Delivery of newspapers to the consumer.</li> <li>• Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act.</li> <li>• Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of age or older.</li> </ul>
<p><b>SPECIAL PERMITS</b></p> <p>Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry.</p> <p><b>FEDERAL RESTRICTIONS</b></p> <p>Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. In all cases, the higher or more restrictive standard prevails. Information on Federal Standards is available from the Baltimore office (410) 962-6211 and the Hyattsville office (301) 436-6767 of the U.S. Department of Labor, Wage and Hour Division.</p>	

## **OCCUPATIONS FORBIDDEN TO ALL MINORS**

Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. All minors are forbidden to be employed at these occupations with certain exceptions.

- Occupations in or about plant or establishments containing explosive components.
- Occupations of motor-vehicle driver and outside helper.
- Coal-Mine occupations.
- Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.
- Occupations involved in the operation of power-driven woodworking machines.
- Occupations involving exposure to radioactive substances and to ionizing radiations.
- Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
- Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
- Occupations in connection with mining, other than manufacturing or storing explosives or articles of coal.
- Occupations involving slaughtering, meat packing or processing, or rendering.
- Occupations involved in the operation of certain power driven bakery machines.
- Occupations involved in the operation of certain power-driven paper products machines.
- Occupations involved in the manufacture of brick, tile, and kindred products.
- Occupations involved in the operation of circular saws, band saws, and guillotine shears.
- Occupations involved in wrecking, demolition, and ship-breaking operations.
- Occupations involved in roofing operations.

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden to all minors:

Occupations in, about, or in connection with:

- Blast furnaces.
- Docks or wharves, other than marinas where pleasure boats are sold or served.
- Pilots, firemen, or engineers on any vessel or boat engaged in commerce.
- Railroads.
- Erection and repair of electrical wires.
- Any distillery where alcoholic beverages are manufactured, bottled, wrapped or packed.
- The manufacturing of dangerous or toxic chemicals or compounds.
- Cleaning, oiling or wiping of machinery.
- Any occupation forbidden by any local, state or federal law.
- Any occupation which after investigation by the Commissioner is deemed injurious to the health and welfare of the minor.

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator or the funds have been received in payment of goods or services delivered by the minor.

## **AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE**

(1) Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage areas where goods are manufactured or processed.

(2) Operation, cleaning or adjusting of any power-driven machinery other than office machines.

(3) Occupations in, about or in connection with (except office or sales work not performed on site):

- scaffolding
- acids
- construction
- brickyard
- gases
- lumberyard
- airports
- railroads
- occupations causing
- boats engaged in navigation or commerce
- any occupation deemed injurious by the Commissioner after investigation



## National Background Screening Consent Form

Applicant's **Legal** Name (printed)

\_\_\_\_\_

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

Applicant's Address

\_\_\_\_\_

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

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Local Criminal background records/information
- National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

Motor Vehicle Check: Drivers License Number \_\_\_\_\_

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

By signing this document, I am providing the above named organization my consent for an initial background check as well as any subsequent background checks deemed necessary throughout the length of my employment with this organization.

Print Name:

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

Signature: \_\_\_\_\_

# Document Portal- Uploading Documentation

## Creating an account

Step 1: Log in to the secure document portal by visiting:

<https://hcmoveit.howardcountymd.gov/>

Step 2: Create an account to safely upload and send your documentation. Click the **Register and Send Files** located at the bottom of the page

Username

Password

[Request a password change](#)

**Sign On**

**Security Notice**  
You are about to access a secured resource. MOVEit reserves the right to monitor and/or limit access to this resource

Don't have an account?  
**Register and Send Files**

[Online Manual](#) | [Tech Support](#)

Français - Deutsch - Español

- For Recipient email address type: [howardworkforce@howardcountymd.gov](mailto:howardworkforce@howardcountymd.gov) (this is where you will receive correspondences pertaining to your account)
- Your email: please type in the email address where you wish to receive notifications

## 3. Create Account

**Register and Send Files**  
Separate multiple emails with a comma

Recipient Email(s):

Your Email:

**Register and Send Files**

**Security Notice**  
You are about to access a secured resource. MOVEit reserves the right to monitor and/or limit access to this resource at any time. You are about to access a secured resource. MOVEit reserves the right to monitor and/or limit access to this resource at any time.

[Return to the sign on page](#)

[Need Help? Tech Support](#)

[Forgot your password? Request a password change](#)

4. Once you enter the requested information and click the **Register and Send Files** button, you will receive a notification that your registration request was successful.



### Registration Request Successful

Your Registration Request has been successfully submitted. Please check your email for further instructions on how to access the system.

[Return to the sign on page](#)

Step 5: Please check the email account that you used to sign up for an account.

Step 6: Click the link in the email to go to the HCMove it site

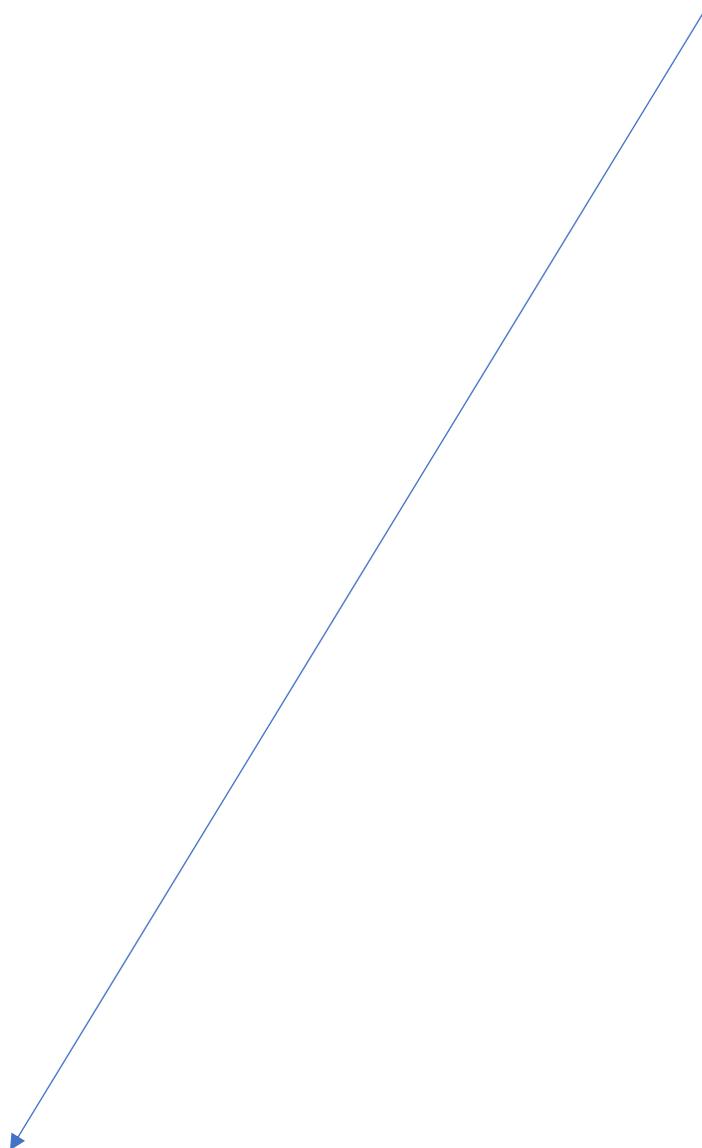
Step 7: Enter your username (email address that you used to create account)

Step 8: Enter the system generated password that was provided in the email that was sent to you

Step 9: Please create a new password when prompted. Once completed, you are now ready to upload files.

## Uploading Your Documentation:

Step 1: Click **Send Package**. The **New Package** page opens.





**New Package**

**Send** Preview Check Recipients Cancel

To   
Show Cc/Bcc

Subject:

Note:  **b** / u            

**Files:** Total: 0 B  
(Optional)

**Launch the Upload Wizard**

**Options:**

- Secure the note
- Delivery Receipt(s)
- Prevent "Reply All"
- Prevent all replies

**Send** Preview Check Recipients Cancel

**File Upload Wizard**



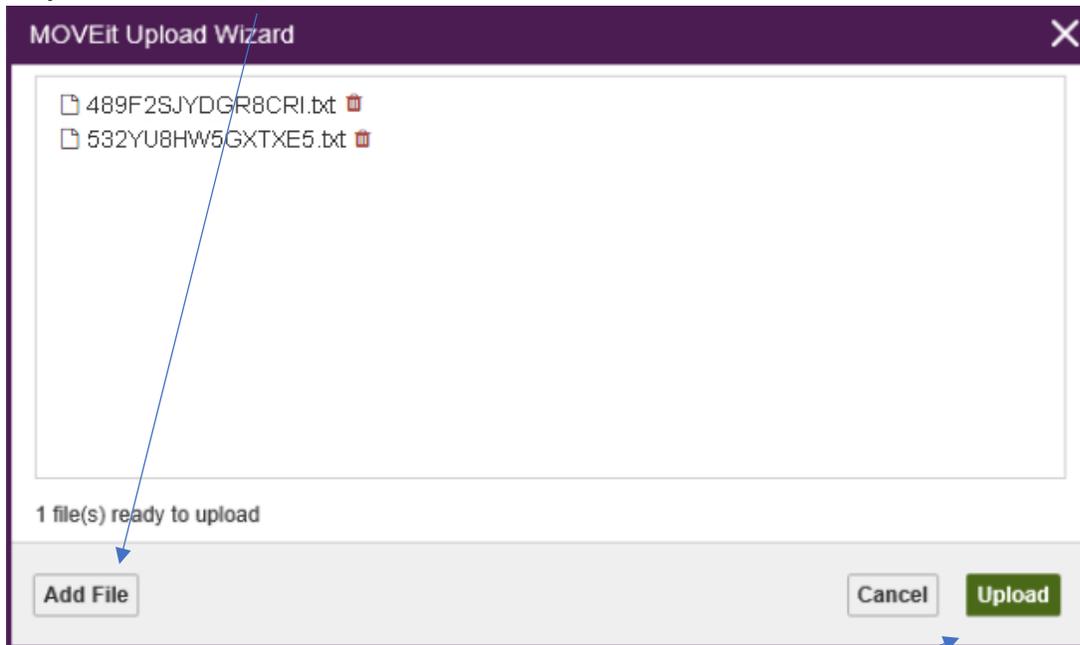
**Step 3: In the subject line type: "First Initial, Last Name WIOA Documentation"**

**Step 4: Type a small note regarding the nature of your email. (this is a required field)**

**Step 5: Select "Launch the Upload Wizard" to begin uploading your documentation.**

**\*\*\*\*\*A box will open with "MOVEit Upload Wizard"**

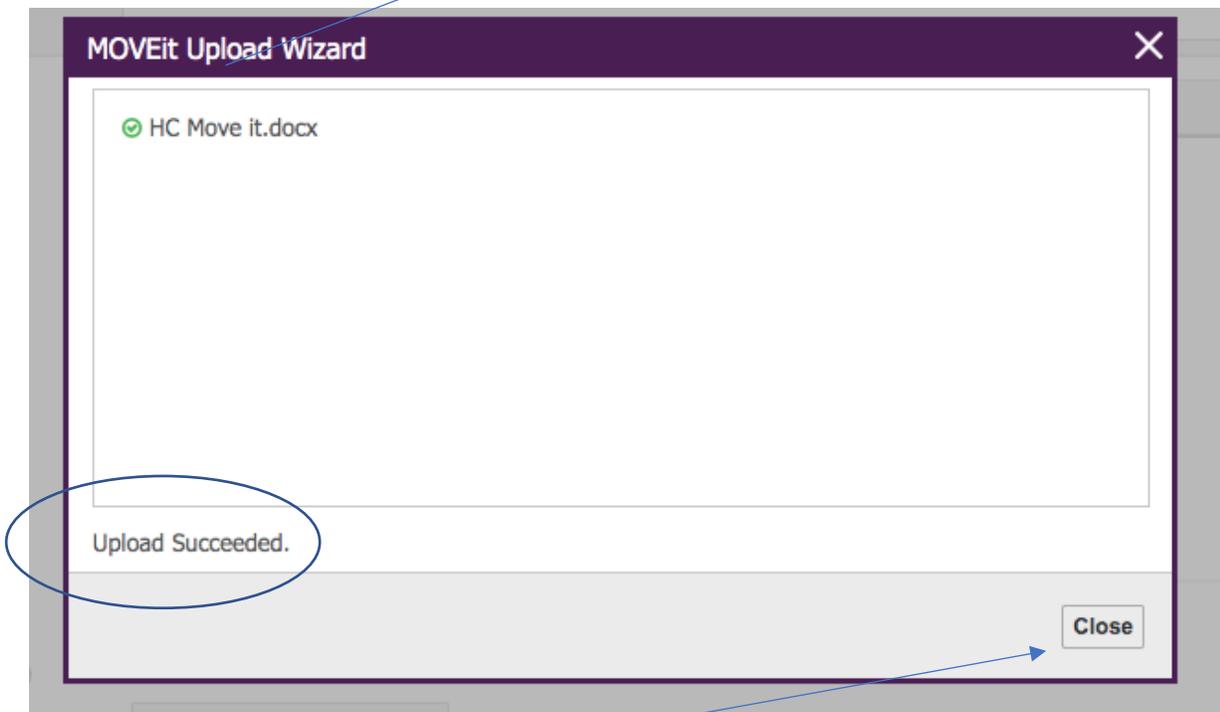
**Step 6: Select “Add File” on the bottom**



**Step 7: Attach the document (s) from the desired location on your computer or hardware**

**Step 7: Once the document (s) appears in the wizard box, click “Upload”**

**Step 8: Once the documents are uploaded successfully, you will get a notification “upload succeeded”.**



**Step 9: Click Close to return back to your email**

**Step 10: Click the send button to send your email along with your documents.**

**New Package**

**Send** Preview Check Recipients Cancel

To   
Show Cc/Bcc

Subject:

Note:  **b** / u         

**Files:** Total: 0 B  
(Optional)

**Launch the Upload Wizard**

**Options:**

- Secure the note
- Delivery Receipt(s)
- Prevent "Reply All"
  - Prevent all replies

**Send** Preview Check Recipients Cancel

Once your documentation is sent, you will receive a notification on the screen with "Sent package with "ID#" OK"

You may now sign out.