Employee Instructions

Instructions to Activate Mandatory Rights:

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

1. Download and save the CT-HR-1 form as a PDF.

2. In your browser, type in https://jobapscloud.com/ct

3. Under the **Master Application and Freenames section**, 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 the job classes listed on pages 8-9 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 that you have already selected.

7. Scroll to the top of the page and click **Add All Checked Classes to My Application.**

8. Under **Terms of Use Agreement,** select **I agree with the above terms of use** checkbox that is 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. 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 has 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. 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, then finish submission of the application you are working on and then start a new application with any missed job classes.

What's Next?

By submitting this application and receiving approval by DAS Talent Solutions, your name will automatically be placed on a Mandatory recruitment list(s) matching the job title(s) for which you have rights and for the selected location(s), shift(s) and type(s) of employment for a period as determined by the type of right(s) from the date you have completed the application. You will receive an email notification from DAS Talent Solutions to let you know whether your rights are approved or not approved.