

CHOICES IN COMMUNITY LIVING, INC.

1651 Needmore Rd, Dayton, Ohio 45414

APPLICATION FOR EMPLOYMENT – AN EQUAL OPPORTUNITY EMPLOYER

Personal

(Please Print Clearly)

Name: _____ Date: _____
Social Security Number: _____ Telephone No: _____
Email Address: _____

Present Address: _____
City, State, Zip: _____

Position(s) Applying For: 1. _____ 2. _____

Are you interested in: _____ Full Time _____ Part Time _____ Substitute (Less than 17 hours a week)

Are you able and willing to work weekends: _____ Yes _____ No

Are you able to willing to work 24 hour shifts? _____ Yes _____ No

Have you previously applied to and/or been employed by this agency? _____ Yes _____ No
If yes, when? _____

If hired, on what date will you be available to start work? _____

Have you known, or do you currently know, someone who works at Choices In Community Living?
_____ Yes _____ No If yes, who? _____

Have you known, or do you currently know, someone who receives services from Choices In Community Living?
_____ Yes _____ No If yes, who? _____

What education, qualifications, experience and or skills do you possess which make you feel qualified to assist people with developmental disabilities, or perform the job for which you are applying?

Have you ever been convicted of a crime, including sex-related or child abuse related offenses? *

_____ Yes _____ No If yes, please explain: _____

*A conviction record will not necessarily be a bar to employment. This information will only be used for job related purposes, and only to the extent permitted by applicable law

Prior Work History

List in Chronological order, beginning with current or last employer

Employer: _____ Occupation: _____

Address: _____

Telephone Number: () _____ Supervisor: _____

Dates employed: From _____ To _____ Rate of pay: _____ Start _____ End _____

Reason for leaving: _____

Description of work performed: _____

Employer: _____ Occupation: _____

Address: _____

Telephone Number: () _____ Supervisor: _____

Dates employed: From _____ To _____ Rate of pay: _____ Start _____ End _____

Reason for leaving: _____

Description of work performed: _____

Employer: _____ Occupation: _____

Address: _____

Telephone Number: () _____ Supervisor: _____

Dates employed: From _____ To _____ Rate of pay: _____ Start _____ End _____

Reason for leaving: _____

Description of work performed: _____

Have you had any employers other than those listed? _____ Yes _____ No If yes, please request additional sheets of paper to complete employment history.

May we contact the employers listed? _____ Yes _____ No If no, indicate which employers you do not wish for us to contact: _____

Philosophy

Explain your thoughts or beliefs for working with individuals with developmental disabilities.

Summary

Please summarize any additional information which you feel may be helpful in our selection process.

READ CAREFULLY BEFORE SIGNING:

To determine my qualifications for employment, I authorize this agency to conduct an investigation of my application. I authorize all persons, educational institutions, corporations, credit bureaus, and law enforcement agencies to supply any information on my background to this agency, or its agent, and release them from any liability for their so doing.

I understand that any false or misleading information furnished by me on this application form or in connection with my application for employment may result in rejection of application, or if employed by this agency, in the termination of employment. I also understand that as part of my normal employment procedure, a routine inquiry may be made concerning information as to my character, general reputation, and persona characteristics.

Signature _____ Date _____

Thank you for completing this application and for your interest in employment with us. We would like to assure you that this is an equal opportunity employment agency. Your application will be judged solely on your merit. This application will remain in active status for one year from the date of your signature. You may reactivate this application by reviewing the information and updating necessary sections.

Notice to applicants and employees: Screening tests for alcohol and illegal drugs may be required before hiring and during your employment here.

Educational Background

High School Name: _____ Number of Years Completed 1 2 3 4
Address: _____ Graduated: _____ Yes _____ No

Major/Minor: _____

College School Name: _____ Number of Years Completed 1 2 3 4
Address: _____ Graduated: _____ Yes _____ No

Major/Minor: _____

Other - Name: _____ Number of Years Completed 1 2 3 4
Address: _____ Graduated: _____ Yes _____ No

Major/Minor: _____

References

Please list references who can speak on your general character. Do not include family members.

Name: _____ Occupation: _____
Address: _____

Phone Number: () _____

Name: _____ Occupation: _____
Address: _____

Phone Number: () _____

Name: _____ Occupation: _____
Address: _____

Phone Number: () _____

Military Service Record

Have you ever served in the armed forces? ___ Yes ___ No Rank at discharge: _____
Dates of duty: From _____ To _____ Explain your duties in the Service including any
special training you received: _____

Tier 4 Disqualifying Offenses (Five-Year Exclusion):

- 2903.13 (assault)
- 2903.22 (menacing)
- 2907.09 (public indecency)
- 2907.24 (soliciting after positive human immunodeficiency virus test)
- 2907.25 (prostitution)
- 2907.33 (deception to obtain matter harmful to juveniles)
- 2911.13 (breaking and entering)
- 2913.02 (theft)
- 2913.03 (unauthorized use of a vehicle)
- 2913.04 (unauthorized use of property, computer, cable, or telecommunication property)
- 2913.05 (telecommunications fraud)
- 2913.11 (passing bad checks) 2913.21 (misuse of credit cards)
- 2913.31 (forgery, forging identification cards)
- 2913.32 (criminal simulation)
- 2913.41 (defrauding a rental agency or hostelry)
- 2913.42 (tampering with records) 2913.43 (securing writings by deception)
- 2913.44 (personating an officer)
- 2913.441 (unlawful display of law enforcement emblem)
- 2913.45 (defrauding creditors) 2913.51 (receiving stolen property) 2919.12 (unlawful abortion)
- 2919.121 (unlawful abortion upon minor)
- 2919.123 (unlawful distribution of an abortion-inducing drug)
- 2919.23 (interference with custody)
- 2919.24 (contributing to unruliness or delinquency of child)
- 2921.12 (tampering with evidence) 2921.21 (compounding a crime)
- 2921.24 (disclosure of confidential information)
- 2921.32 (obstructing justice)
- 2921.321 (assaulting/harassing police dog or horse/service animal)
- 2921.51 (impersonation of peace officer)
- 2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
- 2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
- 2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
- 2925.09 (illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug)
- 2925.11 (drug possession other than a minor drug possession offense)
- 2925.13 (permitting drug abuse)
- 2925.22 (deception to obtain dangerous drugs)
- 2925.23 (illegal processing of drug documents)
- 2925.36 (illegal dispensing of drug samples)
- 2925.55 (unlawful purchase of pseudoephedrine product)
- 2925.56 (unlawful sale of pseudoephedrine product)

A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

- 2925.04 (illegal manufacture of drugs or cultivation of marihuana)
- 2925.041 (illegal assembly or possession of chemicals for the manufacture of drugs)
- 3716.11 (placing harmful objects in food or confection)

A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Tier 3 Disqualifying Offenses (Seven-Year Exclusion):

- 959.13 (cruelty to animals)
- 959.131 (prohibitions concerning companion animals)
- 2903.12 (aggravated assault)
- 2903.21 (aggravated menacing)
- 2903.211 (menacing by stalking)
- 2905.12 (coercion)
- 2909.04 (disrupting public services)
- 2911.02 (robbery)
- 2911.12 (burglary)
- 2913.47 (insurance fraud)
- 2917.01 (inciting to violence)
- 2917.03 (riot)
- 2917.31 (inducing panic)
- 2919.22 (endangering children)
- 2919.25 (domestic violence)
- 2921.03 (intimidation)
- 2921.11 (perjury)
- 2921.13 (falsification, falsification in theft offense, falsification to purchase firearm, or falsification to obtain a concealed handgun license)
- 2921.34 (escape)
- 2921.35 (aiding escape or resistance to lawful authority)
- 2921.36 (illegal conveyance of weapons, drugs, or other prohibited items onto grounds of detention facility or institution)
- 2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
- 2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
- 2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
- 2925.05 (funding of drug or marihuana trafficking)
- 2925.06 (illegal administration or distribution of anabolic steroids)
- 2925.24 (tampering with drugs)
- 2927.12 (ethnic intimidation)

A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
A conviction related to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct involving a federal or state-funded program, excluding the disqualifying offenses set forth in section 2913.46 of the Revised Code (illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits).
A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Tier 2 Disqualifying Offenses (Ten-Year Exclusion):

- 2903.04 (involuntary manslaughter)
- 2903.041 (reckless homicide)
- 2905.04 (child stealing) as it existed prior to July 1, 1996
- 2905.05 (criminal child enticement)
- 2905.11 (extortion)
- 2907.21 (compelling prostitution)
- 2907.22 (promoting prostitution)
- 2907.23 (enticement or solicitation to patronize a prostitute, procurement of a prostitute for another)
- 2909.02 (aggravated arson)
- 2909.03 (arson)
- 2911.01 (aggravated robbery)
- 2911.11 (aggravated burglary)
- 2913.46 (illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits)
- 2913.48 (workers' compensation fraud)
- 2913.49 (identity fraud)
- 2917.02 (aggravated riot)
- 2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
- 2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
- 2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
- 2923.12 (carrying concealed weapon)
- 2923.122 (illegal conveyance or possession of deadly weapon or dangerous ordnance in a school safety zone, illegal possession of an object indistinguishable from a firearm in a school safety zone)
- 2923.123 (illegal conveyance, possession, or control of deadly weapon or dangerous ordnance into courthouse)
- 2923.13 (having weapons while under disability)
- 2923.161 (improperly discharging a firearm at or into a habitation or school)
- 2923.162 (discharge of firearm on or near prohibited premises)
- 2923.21 (improperly furnishing firearms to minor)
- 2923.32 (engaging in pattern of corrupt activity)
- 2923.42 (participating in criminal gang)
- 2925.02 (corrupting another with drugs)
- 2925.03 (trafficking in drugs)



Attestation and Agreement to Notify Employer

I hereby attest that I have not been convicted of or pleaded guilty to any of the disqualifying offenses listed below and agree that I will notify Choices In Community Living, Inc. within three (3) calendar days, if while employed I am formally charged with, am convicted of, or plead guilty to one of the disqualifying offenses. I understand that failure to make this notification may result in termination of employment.

(Applicant's Signature)

(Date Signed)

(Applicant's Name Printed)

Tier 1 Disqualifying Offenses (Permanent Exclusion):

- 2903.01 (aggravated murder) 2903.02 (murder)
- 2903.03 (voluntary manslaughter) 2903.11 (felonious assault)
- 2903.15 (permitting child abuse)
- 2903.16 (failing to provide for a functionally impaired person)
- 2903.34 (patient abuse and neglect) 2903.341 (patient endangerment) 2905.01 (kidnapping)
- 29045.02 (abduction)
- 2905.32 (human trafficking)
- 2905.33 (unlawful conduct with respect to documents)
- 2907.02 (rape)
- 2907.03 (sexual battery)
- 2907.04 (unlawful sexual conduct with a minor, formerly corruption of a minor) 2907.05 (gross sexual imposition)
- 2907.06 (sexual imposition)
- 2907.07 (importuning)
- 2907.08 (voyeurism)
- 2907.12 (felonious sexual penetration)
- 2907.31 (disseminating matter harmful to juveniles)
- 2907.32 (pandering obscenity)
- 2907.321 (pandering obscenity involving a minor)
- 2907.322 (pandering sexually oriented matter involving a minor)
- 2907.323 (illegal use of minor in nudity-oriented material or performance)
- 2909.22 (soliciting/providing support for act of terrorism)
- 2909.23 (making terrorist threat)
- 2909.24 (terrorism)
- 2913.40 (Medicaid fraud)
- 2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
- 2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list