



575 E. Lake St., Ravenna, OH 44266
330-296-2851

EMPLOYMENT APPLICATION/ EQUAL OPPORTUNITY EMPLOYER

Name (First, MI, Last)	Social Security #	Date
Address (Number, Street, City, State, Zip)		Phone
E-Mail Address		

IN CASE OF EMERGENCY NOTIFY:

Name:	Relationship:	Work Phone:
Address:		Home Phone:

EDUCATION

INSTITUTION	GRADE COMPLETED	DEGREE/CERTIFICATE

Other training related to employment:

WORK HISTORY

Account for all employment *including* periods of unemployment. Start with most recent. Epic Independence reserves the right to contact previous employers in order to verify the accuracy of the information listed below.

Dates		Company Name, Address, Phone	Supervisor's Name	Final Position	Salary
From	To				
			Resigned <input type="checkbox"/>	Reason for Leaving	
			Discharged <input type="checkbox"/>		
			Other <input type="checkbox"/>		
From	To				
			Resigned <input type="checkbox"/>	Reason for Leaving	
			Discharged <input type="checkbox"/>		
			Other <input type="checkbox"/>		
From	To				
			Resigned <input type="checkbox"/>	Reason for Leaving	
			Discharged <input type="checkbox"/>		
			Other <input type="checkbox"/>		
From	To				
			Resigned <input type="checkbox"/>	Reason for Leaving	
			Discharged <input type="checkbox"/>		
			Other <input type="checkbox"/>		

ADDITIONAL EMPLOYMENT SHOULD BE LISTED ON ADDITIONAL SHEETS

For what position are you applying?	FT or PT (Circle Preference)	
How did you learn of this position?		
Hours/Days Available:		
Do you have a <u>valid</u> Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/> License # _____ State Issued? _____		
Do you have any points on your license? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, How Many? _____		
Do you have reliable transportation to and from work? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you lived in Ohio for the last five years? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please list other state(s) of residency:		
Have you ever been convicted of a crime other than a minor traffic violation? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain:		
Have you ever filled out an application with Epic Independence before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give approximate month/year:		
Have any relatives of yours ever been employed by Epic Independence? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give name(s):		

REFERENCES
List **TWO** Professional and **ONE** Personal (**relatives are not acceptable references**)

NAME	RELATIONSHIP	DAYTIME PHONE NUMBER

EPIC INDEPENDENCE selects the most qualified individuals for the job, based upon job-related qualifications, regardless of race, color, creed, sex, national origin, age handicap, or other protected groups under state, federal, or local Equal Opportunity Laws.

I understand and Agree That:

1. Any material misrepresentations, or deliberate omission of a fact in my application may be justification for refusal of or, if employed, termination from employment.
2. It is my understanding that EPIC INDEPENDENCE will make a thorough investigation of my entire work history and may verify all data given in my application for employment, drug test/screen, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by EPIC INDEPENDENCE and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. It is my understanding that I am expected to keep Human Resources informed in writing of any changes in my status within three (3) working days of the change. This includes notification of any change in Motor Vehicle license status (including any citations issued) and criminal records status (including arrests).

I further understand that this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is for no definite period of time and that EPIC INDEPENDENCE can change wages, benefits, and conditions at any time. I have read and understand the above and certify that the information I have provided on this application is accurate to the best of my knowledge.

SIGNATURE: _____ DATE: _____

Epic Independence
575 E. Lake St.
Ravenna, Ohio 44266

1. What additional information should we consider that you think makes you an ideal candidate to work with adults and children with developmental disabilities?

2. What are your long term career or life goals?

EPIC INDEPENDENCE

Authorization For Release And Use Of Investigative Consumer Reports

As part of the Company's procedures for processing employment applications and for other employment purposes, including promotion, transfer, or retention during the term of my employment, I understand that a criminal records check, motor vehicle records check, drug test/screen and consumer reports or investigative consumer reports may be obtained by the Company. I have been given a separate document entitled Notice of Use of Consumer Reports informing me of this.

I understand that a Consumer Reporting Agency may not give out information about me without my written consent. I understand that no report containing medical information about me will be provided to the Company without my specific prior consent releasing such information, which is in addition to my general authorization below. Furthermore, I understand that I have the right to make a written request to the Company within a reasonable period of time, that I will be provided with a complete and accurate disclosure concerning the nature and scope of the investigation if interviews will be conducted.

I hereby authorize the Company to request a report from the Ohio Bureau of Criminal Identification & Investigation, the Ohio Bureau of Motor Vehicles, and other Consumer Reporting Agencies to be used for employment related purposes, including hiring, promotion, transfer, or retention now or in the future.

I hereby authorize and request that any present or former employer, school, police department, financial institution, or other person having information or knowledge about me, furnish such information to the bearer of this authorization in connection with an application for employment.

I agree to release and discharge the Company, its employees, officers, agents, affiliates, and shareholders, from any and all claims, rights of action or liability of any kind or nature that could result from the Company's use or reliance upon the information contained in such consumer reports.

ACKNOWLEDGED:

Signature of Applicant or Employee

Name (Printed)

Date

Social Security Number

WHY DO I HAVE TO GET FINGERPRINTED?

If you are offered a position with this company, you will have to get fingerprinted and sign a release form. A criminal conviction could have an adverse effect on continued employment.

WE ARE NOT DOING THIS BECAUSE WE DO NOT TRUST YOU OR DO NOT WANT YOU TO COME TO WORK FOR US.

WE ARE DOING IT BECAUSE WE HAVE TO UNDER STATE LAW.

A state law says that all people who work with individuals with developmental disabilities have to be checked to see if they have a criminal record. This is true even if you do not have a record.

The law was passed to protect individuals with developmental disabilities (and people who work with them) from convicted criminals.

The law also says you have to get fingerprinted. This is how the state checks to see whether you have a record.

We apologize for the inconvenience and appreciate your interest in working with us.

SENATE BILL 38 CONSENT AND ATTESTATION FORM

By signing this form, I consent to the submission of a request for a criminal records check for direct care workers as required by Senate Bill 38 and House Bill 160. The request will be submitted by Epic Independence.

I hereby attest that I have not: 1) been convicted of, 2) pleaded guilty to, or 3) been found eligible for intervention in lieu of conviction, for any of the disqualifying offenses listed below and agree that I will notify my employer, Epic Independence, within 14 calendar days, if while employed, I am formally charged with, am convicted of, plead guilty to, or am found eligible for intervention in lieu of conviction for any 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

CRIMINAL BACKGROUND CHECKS:

Epic Independence does a complete background check on every employee hired. Fingerprints are sent to the Bureau of Criminal Investigation and Identification (BCII), and the FBI if necessary.

We advise all employees before hiring that will not employ anyone who has a felony in criminal activities such as drugs, sex, abuse and murder. There are other offenses that may also exclude employment at the discretion of management. The Ohio Department of Developmental disabilities requires that we are obligated to a more stringent standard with background checks. Because of this, while you are employed with Epic Independence it is your obligation and responsibility to inform the Human Resources Director, in writing, if you are formally charged with, convicted of, or plead guilty to a felony or misdemeanor. You **must** make this report in writing within the next scheduled business day of the **charge** and again when there is an **outcome**. Failure to follow this process will be cause for dismissal.

Ohio law prohibits providers from hiring persons who have been convicted of or pled guilty to the following offenses:

Tier One – 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 or neglect);
2903.341 (patient endangerment);
2905.01 (kidnapping);
2905.02 (abduction);
2905.32 (trafficking in persons);
2905.33 (unlawful conduct with respect to documents);
2907.02 (rape);
2907.03 (sexual battery);
2907.04 (unlawful sexual conduct with 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 or impaired person);

2907.322 (pandering sexually oriented matter involving a minor or impaired person);
2907.323 (illegal use of minor or impaired person in nudity-oriented material or performance);
2909.22 (soliciting or providing support for act of terrorism);
2909.23 (making terroristic threat);
2909.24 (terrorism);
2913.40 (Medicaid fraud);

2923.01 (conspiracy), 2923.02 (attempt to commit an offense), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in this section of this rule;

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 or WIC program benefits); or

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 described in this rule.

Tier Two - 10 Yr (since fully discharged from imprisonment, probation, and parole)

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 or WIC program benefits);
2913.48 (workers' compensation fraud);
2913.49 (identify fraud);
2917.02 (aggravated riot);
2923.12 (carrying concealed weapons);

2923.122 (illegal conveyance or possession of deadly weapon or dangerous ordnance or of object indistinguishable from firearm in school safety zone);
2923.123 (illegal conveyance of deadly weapon or dangerous ordnance into courthouse – illegal possession or control in courthouse);
2923.13 (having weapons while under disability);
2923.161 (improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in school building or at a school function);
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);

Signature

Date

Tier Two - 10 Yr (since fully discharged from imprisonment, probation, and parole)

2923.42 (participating in criminal gang);
2925.02 (corrupting another with drugs);
2925.03 (trafficking, aggravated trafficking in drugs);
2925.04 (illegal manufacture of drugs – illegal cultivation of marihuana – methamphetamine offenses);
2925.041 (illegal assembly or possession of chemicals for manufacture of drugs);

3716.11 (placing harmful or hazardous objects in food
2923.01 (conspiracy), 2923.02 (attempt to commit an offense), or
2923.03 (complicity) when the underlying offense is any of the
offenses or violations described in the section of this rule.
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 of this rule.

Tier Three - 7 Yr (since fully discharged from imprisonment, probation, and parole)

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, in theft offense to purchase firearm);
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);
2925.05 (funding, aggravate funding of drug or marijuana
trafficking);
2925.06 (illegal administration or distribution of anabolic
steroids);
2925.24 (tampering with drugs);
2927.12 (ethnic intimidation);
2923.01 (conspiracy), 2923.02 (attempt to commit an offense), or
2923.03 (complicity) when the underlying offense is any of the
offenses or violations described in this section of this rule.
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 of this rule.

Tier Four - 5 Yr (since fully discharged from imprisonment, probation, and parole)

2903.13 (assault);
2903.22 (menacing);
2907.09 (public indecency);
2907.24 (soliciting; solicitation after a positive HIV test);
2907.25 (prostitution – after a positive HIV test);
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 or selling or
distributing forged 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);
2919.124 (unlawful performance of a drug-induced abortion);
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 or harassing police dog or horse or service
dog);
2921.51 (impersonation of peace officer or private police officer);
2925.09 (unapproved drugs – dangerous drug offenses involving
livestock);
2925.11 (possession of controlled substances other than a minor
drug possession offense);
2925.13 (permitting drug abuse);
2925.22 (deception to obtain a dangerous drug);
2925.23 (illegal processing of drug documents);
2925.36 (illegal dispensing of drug samples);
2925.55 (unlawful purchase of pseudoephedrine or ephedrine
product);
2925.56 (unlawful sale of pseudoephedrine or ephedrine product);

2923.01 (conspiracy), 2923.02 (attempt to commit an offense), or
2923.03 (complicity) when the underlying offense is any of the
offenses or violations described in this section of this rule

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 of this rule.

Signature

Date

Tier Five – No exclusion

2925.11 (possession of controlled substance);

2925.14 (illegal use or possession of drug paraphernalia);

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 of this rule.

- A felony contained in the Revised Code that is not listed above, if the felony bears a direct and substantial relationship to the duties and responsibilities of the position being filled.
- Any offense contained in the Ohio Revised Code constituting a misdemeanor of the first degree on the first offense and a felony on a subsequent offense, if the offense bears a direct and substantial relationship to the position being filled and the nature of the services being provided.

Print Name

Sign Name

Today's Date
