



Employment Application
9772 Diagonal Rd.
Mantua, Ohio 44255
www.hattielarlham.org



Hattie Larlham enhances the quality of life for people with disabilities and their families through our commitment to comfort, joy and achievement.

Thank you for applying to one of the best places to work in Northeastern Ohio.

PERSONAL

Date of Application: Social Security Number:
Name: (Last) (First) (M.I.)
Present Address: Street City State Zip
Home Phone Number: Cell Phone Number:
E-Mail:
Have you ever been convicted of any crime? YES NO
If yes, please explain:
Do you have a valid Ohio Drivers License? YES NO
List all States and Countries you have lived in during the last five years:

DESIRED EMPLOYMENT

Are you available to work: Full-Time Part-Time Flex-Time
Are you willing to work: First Shift Second Shift Third Shift Any Shift
Are there any days of the week when you would NOT be available to work?
Please Specify:

POSITION:

- Dietary
Direct Care
Housekeeping
Laundry
LPN
Maintenance
Office/Clerical
RN
Service Coordinator
Other

LOCATION:

- Akron
Center for Children (Mantua)
Cuyahoga Falls
East Cleveland
Lake County
Mansfield
Medina
Oakwood Village/Solon
Stark
West Cleveland
Youngstown/Warren
Other

REFERRAL SOURCE

Employee: Direct Flyer:
Advertisement: Job Fair:
Outside Sign: Other:

GENERAL INFORMATION

PLEASE CHECK YES OR NO TO THE FOLLOWING QUESTIONS:

- Are you authorized to work in the United States? YES NO
 (Proof of U.S. citizenship or immigration will be required upon employment)
- Have you served in the Armed Forces? YES NO
 Year of Discharge _____
- Are you on lay-off and subject to recall? YES NO
- Have you filled out an application here before? YES NO Date: _____
- If yes, under what name: _____
- Have you ever been employed here before? YES NO Date: _____
- Do any of your friends or relatives work for Hattie Larlham? YES NO
- If yes, list names(s) _____
- Have you ever been discharged from a facility for abuse or neglect? YES NO
 If yes, please explain: _____

After reviewing the job description, can you perform the duties of this job with or without accommodations? YES NO

EDUCATION

EDUCATION	SCHOOL & LOCATION	DID YOU GRADUATE?	MAJOR SUBJECT	DEGREE/DIPLOMA
HIGH SCHOOL/GED				
COLLEGE				
OTHER SCHOOLS				
CONTINUING EDUCATION COURSES				

*Please describe any specialized training, apprenticeship, skills, extracurricular activities, and honors received:

*RN/LPN LICENSE # _____

STNA LICENSE # _____

REFERENCES

Name three people **NOT** related to you and whom we may contact (preferably persons you have worked with)

- 1) _____
Name Address Telephone
Relationship to Reference: _____

- 2) _____
Name Address Telephone
Relationship to Reference: _____

- 3) _____
Name Address Telephone
Relationship to Reference: _____

EMPLOYMENT HISTORY

May We Contact Your Present Employer? YES _____ NO _____

Employer: _____		Phone: () _____	
Address: _____		_____	
Street	City	State	Zip
Job Title: _____			
Dates of Employment: From _____		To _____	
Work Performed: _____			

Wage: _____		Start _____ Final _____	
Supervisor: _____		Title: _____	
Reason for Leaving _____			

Employer: _____		Phone: () _____	
Address: _____		_____	
Street	City	State	Zip
Job Title: _____			
Dates of Employment: From _____		To _____	
Work Performed: _____			

Wage: _____		Start _____ Final _____	
Supervisor: _____		Title: _____	
Reason for Leaving _____			

Employer: _____		Phone: () _____	
Address: _____		_____	
Street	City	State	Zip
Job Title: _____			
Dates of Employment: From _____		To _____	
Work Performed: _____			

Wage: _____		Start _____ Final _____	
Supervisor: _____		Title: _____	
Reason for Leaving _____			

*State any additional information you feel may be helpful to us in considering your application:

AUTHORIZATION FOR BACKGROUND INVESTIGATION

For the purpose of my possible employment, I authorize Hattie Larlham to order a consumer report to make a thorough investigation into my background which may include my:

- Academic Record
- Criminal Record
- Employment Record
- Financial and Credit Information
- Military Service Record
- Physical Health Record
- Psychological Status
- Reputation and Character Record

I understand that information obtained from this background investigation may constitute a basis for denial of my employment. I also understand that any information obtained from this background investigation will be used solely for the purpose it was intended and will not be disseminated outside Hattie Larlham.

I hereby acknowledge that I have read the above disclosure statement and understand it.

Date

Signature (Must be signed)

Social Security Number

CRIMINAL RECORDS CHECK

Hattie Larlham is required to obtain a criminal records check for individuals who are hired to comply with Ohio licensure requirements. A criminal records check will be ordered from the Bureau of Criminal Investigation (BCI) only if an applicant for employment is under final consideration.

As an applicant for employment at Hattie Larlham, I understand that a set of fingerprint impressions will be taken from BCI and will also be taken from the Federal Bureau of Investigation (FBI) if the applicant has not lived in the state of Ohio for the last five consecutive years in order to process the required criminal records check. I understand further that if I am hired by Hattie Larlham, my employment will be conditional pending receipt of the results of the criminal records check. Lastly, I understand that if, while I am employed at Hattie Larlham, I am convicted of an offense that would have precluded my being employed by Hattie Larlham, Hattie Larlham will terminate my employment.

Date

Signature (Must be signed)

NOTICE

This is to inform you that as part of our procedure for processing your employment application, we may obtain from a credit-reporting agency a consumer report containing financial and other information about you.

We will not obtain such a report without your signed authorization.

We comply with the Fair Credit Reporting Act, which provides consumers with rights regarding consumer reports and which places specific obligations on employers using credit reports.

APPLICANT'S STATEMENT AND AGREEMENT

Please read the following carefully before signing this application for employment.

1. I authorize Hattie Larlham to verify any information I have provided and I further authorize any of the named schools, companies, or persons listed to provide any information about me contained in their records and release them from liability for such disclosure.
2. My signature below hereby authorizes disclosure of information and releases Hattie Larlham, its offices, and employees from liability for such disclosure.
3. I understand and agree that any misinterpretations, falsifications, or omissions by me in this application may be sufficient cause of cancellation of the application and/or separation from Hattie Larlham if I become employed.
4. If employed, I understand that my employment does not constitute a contract employment and that I have the right to terminate my employment at any time and that Hattie Larlham retains the same right.
5. I agree that Hattie Larlham may require of me a post offer health assessment and/or drug and alcohol screening in conjunction with an employment offer or while employed.
6. I understand that, if employed, I am required to provide documents establishing my identity and eligibility to work in the United States.

Date

Signature (Must be signed)

(Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non job-related medical condition or handicap)

Your application will remain active for one (1) year. If you wish to keep your application active, you must re-apply after this time period has elapsed.

COPIES OF THIS DOCUMENT MAY BE USED IN LIEU OF THE ORIGINAL

CRIMINAL NOTIFICATION STATEMENT

The Applicant _____ (print name) states that he/she has not been convicted of or plead guilty to any of the offenses listed below. For each offense for which the applicant has been convicted or plead guilty and has since had the conviction sealed, applicant must provide the Human Resource Director with full details of the conviction.

HOMICIDE

1. R.C. 2903.01 -- Aggravated murder
2. R.C. 2903.02 -- Murder
3. R.C. 2903.03 -- Voluntary manslaughter
4. R.C. 2903.04 -- Involuntary manslaughter

ASSAULT

5. R.C. 2903.11 -- Felonious assault
6. R.C. 2903.12 -- Aggravated assault
7. R.C. 2903.13 -- Assault
8. R.C. 2903.16 -- Failing to provide for a functionally impaired person
9. R.C. 2903.21 -- Aggravated menacing

PATIENT ABUSE AND NEGLECT

10. R.C. 2903.34 -- Patient abuse; neglect
11. R.C. 2903.341 -- Patient Endangerment

KIDNAPPING AND RELATED OFFENSES

12. R.C. 2905.01 -- Kidnapping
13. R.C. 2905.02 -- Abduction
14. R.C. 2905.04 -- Child stealing
15. R.C. 2905.05 -- Criminal child enticement

SEX OFFENSES

16. R.C. 2907.02 -- Rape
17. R.C. 2907.03 -- Sexual battery
18. R.C. 2907.04 -- Unlawful sexual conduct with a minor , formerly
Corruption of a minor
19. R.C. 2907.05 -- Gross sexual imposition
20. R.C. 2907.06 -- Sexual imposition
21. R.C. 2907.07 -- Importuning
22. R.C. 2907.08 -- Voyeurism
23. R.C. 2907.09 -- Public Indecency
24. R.C. 2907.12 -- Felonious sexual penetration
25. R.C. 2907.21 -- Compelling prostitution
26. R.C. 2907.22 -- Promoting prostitution
27. R.C. 2907.23 -- Procuring
28. R.C. 2907.25 -- Prostitution
29. R.C. 2907.31 -- Disseminating matter harmful to juveniles
30. R.C. 2907.32 -- Pandering obscenity
31. R.C. 2907.321 -- Pandering obscenity involving a minor
32. R.C. 2907.322 -- Pandering sexually oriented matter involving a minor
33. R.C. 2907.323 -- Illegal use of minor in nudity-oriented material or
performance

ROBBERY & BURGLARY

34. R.C. 2911.01 -- Aggravated robbery
35. R.C. 2911.02 -- Robbery
36. R.C. 2911.11 -- Aggravated burglary
37. R.C. 2911.12 -- Burglary

OFFENSES AGAINST FAMILY

38. R.C. 2919.12 -- Unlawful abortion
39. R.C. 2919.22 -- Endangering children
40. R.C. 2919.24 -- Contributing to unruliness or delinquency of child
41. R.C. 2919.25 -- Domestic violence

WEAPONS CONTROL

42. R.C.2923.12 -- Carrying concealed weapon
43. R.C. 2923.13 -- Having weapons while under disability
44. R.C. 2923.161 -- Improperly discharging a firearm at or into a
habitation or school

DRUG OFFENSES

45. R.C. 2925.02 -- Corrupting another with drugs
46. R.C. 2925.03 -- Trafficking in drugs
47. R.C. 2925.04 -- Illegal Manufacture of Drugs or Cultivation of
Marihuana
48. R.C. 2925.05 -- Funding of Drugs or Marihuana Trafficking
49. R.C. 2925.06 -- Illegal Administration or Distribution of Anabolic
Steroids
50. R.C. 2925.11 -- (Possession of Drugs) - as long as it is not a minor
possession offense

OTHERS

51. R.C. 3716.11 -- Placing harmful objects in food or confection
52. A violation of R.C. 2919.23 that would formerly have violated R.C.
2905.04

ADDITIONAL DISQUALIFYING OFFENSES

53. 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:
54. 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;
55. A violation of an existing or former municipal ordinance or law of
this state, any other state, or the United States, if the offense is
substantially equivalent to any of the offenses listed above.

The applicant agrees to inform the Human Resource Director in writing if, while employed by Hattie Larlham, the applicant is ever formally charged with, convicted of or pleads guilty to any of the offenses listed above. Such notification must be within 14 calendar days of the charge, conviction, or guilty pleas. The applicant understands that failure to notify the Human Resource Director may result in the applicant being dismissed from Hattie Larlham employment.

The applicant states that the above information is complete, true and accurate under penalty of perjury. The applicant understands that this information is a condition of employment and that Hattie Larlham is relying on the accuracy of the information in making any offer of employment to the applicant. The applicant understands that he/she may be discharged if any of the above information is false, incomplete or misleading.

Date

Signature of Applicant

Revised 11/2/05 – DLC
Revised 10/3/06 - DLC