



Employment Application
9772 Diagonal Rd.
Mantua, Ohio 44255
www.hattielarham.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 including alcohol or drug related driving offenses? YES NO
If yes, please explain:
Do you have a valid Ohio Drivers License? YES NO
List all States and Countries you have lived, worked or volunteered in during the last five years:

DESIRED EMPLOYMENT

Are you available to work: Full-Time Part-Time PRN
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:

- Cafe - Food Service
Direct Care
Intern
Nurse - RN/LPN
Office/Clerical
Social Worker/QDDP/Service Coordinator
Supported Employment
Support Staff - Laundry/ Housekeeping/Maintenance
Other

Counties:

- Ashland
Ashtabula
Cuyahoga
Geauga
Lake
Lorain
Mahoning
Medina
Portage
Richland
Stark
Summit
Trumbull
Wayne

REFERRAL SOURCE

Employee: Website:
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?  
(Proof of U.S. citizenship or immigration will be required upon employment)  YES  NO

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: \_\_\_\_\_  
If so, under what name: \_\_\_\_\_

Do any of your friends or relatives work for Hattie Larlham?  YES  NO  
If yes, list names and their relationship to you \_\_\_\_\_

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 (need to pass proficiency test)				
COLLEGE				
OTHER SCHOOLS				
CONTINUING EDUCATION COURSES				

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*RN/LPN LICENSE # \_\_\_\_\_

STNA LICENSE # \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Name three people **NOT** related to you whom we may contact for professional/ work references. Please **do not** include friends and/or relatives:

- 1) \_\_\_\_\_  
Name Address Telephone  
Professional Relationship: \_\_\_\_\_
- 2) \_\_\_\_\_  
Name Address Telephone  
Professional Relationship: \_\_\_\_\_
- 3) \_\_\_\_\_  
Name Address Telephone  
Professional Relationship: \_\_\_\_\_

**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**

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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**

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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) if an applicant for employment is under consideration for possible employment.

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**

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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**

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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 officers, 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 of 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.**

## 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 understand 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