

CLERMONT COUNTY BOARD OF MRDD APPLICATION INSTRUCTIONS

(Applicant- Detach and keep instructions for your information.)

Thank you for your interest in the Clermont County Board of Mental Retardation and Developmental Disabilities. The Board provides a broad range of services to children and adults with mental retardation and developmental disabilities who live in Clermont County. These services are provided at several locations throughout the county.

All positions require a minimum of completed high school diploma or GED, and the minimum age for employment is 18. **You must meet the minimum qualifications for the position and apply for a specific position that is vacant to be considered as an applicant.**

Incomplete or unreadable applications will be discarded. After it is completed, the Equal Employment Opportunity form will be removed, stored in a separate file and kept for three (3) years. All applications will be considered active up to six (6) months after the filing of the application. Applications that do not result in employment are kept for two (2) years.

Members of the immediate families of the seven-member Clermont County Board of Mental Retardation and Developmental Disabilities or the Board of County Commissioners may not be hired to work for the Clermont County Board of Mental Retardation and Developmental Disabilities.

HIRING PROCESS:

- Completed applications are received and reviewed by the Human Resources Department. Human Resources will send copies to the Department Manager/Director with a vacancy based upon the applicant's qualifications and ability to perform the essential job functions of the position applied for, with or without reasonable accommodation.
- Interviews are scheduled by the department with the vacancy. Because there are usually more applications than available positions, not all applicants will receive interviews.
- Following the initial interview at the facility, applicants may be recommended for additional interviews with other staff, supervisors, and the Superintendent.
- All offers of employment may be extended only by the Superintendent. Furthermore, all offers of employment are contingent upon successful completion of a job-related medical examination and drug test, a criminal history background check, and a driving abstract which is required for each applicant who will transport clients or operate agency vehicles for any purpose.

CERTIFICATION/LICENSURE/REGISTRATION

Positions that involve directly providing services to consumers, or supervising staff who provide services to consumers, require certification, licensure, and/or registration. You may be required to complete seminars or college courses at your own expense to obtain certification. You are required to provide a copy of any certificate, license, and/or registration that you currently hold. For positions requiring a college degree, submit an official transcript.

The Clermont County Board of MRDD does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

CLERMONT COUNTY BOARD OF MRDD

Application for Employment

Position applied for: _____

Name _____
Last First Middle

Mailing Address _____
No. Street City State Zip Code

Residency Address _____
No. Street City State Zip Code

Phone: () _____ Alternate Phone: () _____
(All applicants/employees are required to have a phone number where messages can be left & promptly received.)

Email: _____

Are you at least 18 years of age? Yes No If no, you are not eligible for employment.

Did you graduate from high school and/or complete a G.E.D.? Yes No If no, you are not eligible for employment.

Can you perform the essential functions of the position for which you applied, with or without reasonable accommodation? Yes No If no, why not? _____

Date available to start work _____ Days and Hours Available _____

Have you worked for this agency before? No Yes When? _____

What was your reason for leaving? _____

How did you learn of this opening? _____

Have you ever been convicted of a crime?* Yes No

If yes, list date(s) and explain all conviction(s) and probation status *: _____

*Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances, and seriousness of the offense in relation to the job for which you are applying.

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EDUCATION (Proof of High School Diploma or GED is required for employment.)

	Complete Name and Address	Years Completed (Circle One)	Did You Graduate? (Circle)	Degree	Major
High School***		1 2 3 4	Yes No		
College**		1 2 3 4	Yes No		
Post Graduate**		1 2 3 4	Yes No		
Business or Trade		1 2 3 4	Yes No		
GED *** Certificate	Obtained Through: _____ Date Received: _____				

** Please submit official transcripts
 *** Please submit Diploma or GED certificate

CERTIFICATION/LICENSURE/REGISTRATION

For many positions state certification, licensure or registration requirements MUST be met. Be sure to enclose copies of the applicable document(s) and complete the information below as it relates to the position(s) for which you have applied.

Do you have a current certification/license from the Ohio Department of Education? Yes No

Do you have a current registration/certification from the Ohio Department of Mental Retardation and Developmental Disabilities?
 Yes No

Do you have any other Certificates, Licenses or Registrations that qualify you for the position(s) for which you have applied?
 Yes No

Types of Certificate/License/Registration	Authorizing Board or Agency	Expiration Dates
1.		
2.		
3.		

DO YOU HAVE A VALID DRIVER'S LICENSE?

Yes No State _____ License Number _____ Expiration: _____

Type of Vehicle Endorsements _____ (CDL, Bus Driver, etc.)

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EMPLOYMENT HISTORY

This section must be completed, even if a resume is submitted. List most **recent** employer first. Use additional sheet if necessary. Must include phone numbers.

Name of Employer _____ Telephone No. () _____

Address _____
No. Street City State Zip

Name & Title of Supervisor _____ May we contact? Yes No

Job Title _____ Dates of Employment ____ to ____ Salary Beginning ____ Ending ____

Status: Full Time _____ Part Time _____ Substitute _____

Describe Responsibilities _____

Reason for Leaving _____

Name of Employer _____ Telephone No. () _____

Address _____
No. Street City State Zip

Name & Title of Supervisor _____ May we contact? Yes No

Job Title _____ Dates of Employment ____ to ____ Salary Beginning ____ Ending ____

Status: Full Time _____ Part Time _____ Substitute _____

Describe Responsibilities _____

Reason for Leaving _____

Name of Employer _____ Telephone No. () _____

Address _____
No. Street City State Zip

Name & Title of Supervisor _____ May we contact? Yes No

Job Title _____ Dates of Employment ____ to ____ Salary Beginning ____ Ending ____

Status: Full Time _____ Part Time _____ Substitute _____

Describe Responsibilities _____

Reason for Leaving _____

If you do not wish us to contact a previous employer, indicate which one(s) you do not wish us to contact and why:

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PROFESSIONAL WORK REFERENCES:

List three references. Include former employers and/or supervisors who this agency has permission to contact. Must include phone numbers.

Name	Occupation	No. Street	City State	Zip Code	Telephone No.
1.					
2.					
3.					

ADDITIONAL INFORMATION

Please summarize other experiences, skills or qualifications which you feel would qualify you for the position(s) for which you have applied.

APPLICANT'S AGREEMENT

Read Carefully Before Signing

If necessary, I will take courses required by the Ohio Department of Education and/or the Ohio Department of Mental Retardation and Developmental Disabilities. I understand that these may be college courses and that I will be responsible for payment.

I have read all sections of this application and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand and agree that the discovery of any false information provided or any relevant information omitted (no matter when discovered) may result in the refusal to hire me or the termination of my employment, at the discretion of the Superintendent. **According to the Ohio Revised Code, I also understand that I must report any charges against, convictions of or guilty pleas to any disqualifying offenses to the Superintendent, within 14 (fourteen) days of charges, convictions, or guilty pleas.**

I authorize and instruct the Board to make whatever inquiries it considers necessary of any person or organization, which is not a consumer reporting agency, to verify any of the information I have provided in this application and to determine my qualifications and abilities. In exchange for the Board's agreement to receive, process and consider my application for employment, I hereby release the Board of any and all claims and causes of action rising out of the Board's efforts to verify the information I have provided in this application and/or its determination of my qualifications and abilities.

I am legally permitted to work in the United States.

I agree that any claim or lawsuit relating to my service with the Clermont County Board of MRDD or any of its subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

Applicant's Signature: _____

Date: _____

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Prior to employing an applicant, the Clermont County Board of MRDD requires the applicant to submit a statement with the applicant's signature attesting that the applicant has not been convicted of or pleaded guilty to any of the offenses listed or described below:

OHIO REVISED CODE

Prohibited by ODMRDD and ODE (ORC 5126.28, ORC 3319.39, and OAC 3301-20-01)

2903.01	Aggravated Murder
2903.02	Murder
2903.03	Voluntary Manslaughter
2903.04	Involuntary Manslaughter
2903.11	Felonious Assault
2903.12	Aggravated Assault
2903.13	Assault
2903.16	Failing to Provide for Functionally Impaired Person
2903.21	Aggravated Menacing
2903.34	Patient Abuse or Neglect
2905.01	Kidnapping
2905.02	Abduction
2905.04	Child Stealing As it existed prior to July 1, 1996
2905.05	Criminal Child Enticement
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
2907.09	Public Indecency
2907.12	Felonious Sexual Penetration in violation of former section 2907.12 of the Revised Code
2907.21	Compelling Prostitution
2907.22	Promoting Prostitution
2907.23	Procuring
2907.25	Prostitution
2907.31	Disseminating Matter Harmful 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 a Minor in Nudity-Oriented Material or Performance
2911.01	Aggravated Robbery
2911.02	Robbery
2911.11	Aggravated Burglary
2911.12	Burglary
2919.12	Unlawful Abortion
2919.22	Endangering Children
2919.23	Interference with Custody that would have been a violation of section 2905.04 as it existed prior to July 1, 1996, had the violation occurred prior to that date
2919.24	Contributing to Unruliness or Delinquency of Child

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2919.25 Domestic Violence
 2923.12 Carrying a Concealed Weapon
 2923.13 Having Weapons while under Disability, formerly Possessing Firearm in Liquor Permit Premises
 2923.161 Improperly Discharging Firearm at or into Habitation or School
 2925.02 Corrupting Another with Drugs
 2925.03 Trafficking in Drugs Drug Trafficking Offenses
 2925.04 Illegal Manufacture of drugs or Cultivation of Marijuana Shall Not Cultivate or Manufacture Drugs
 2925.05 Funding of Drug or Marijuana Trafficking
 2925.06 Illegal Administration or Distribution of Anabolic Steroids Shall Not Administer, Prescribe, or Dispense any Anabolic Steroid Not Approved by the US FDA
 2925.11 Drug Abuse, Shall Not Obtain, Possess, or Use a Controlled Substance as it existed prior to July 1, 1996 or Possession of Drugs as it exists after July 1, 1996 that is a misdemeanor or felony of the fifth degree
 3716.11 Placing Harmful Objects in Food or Confection Adulteration of Food

Prohibited by ODMRDD (ORC 5126.28)

2903.341 Patient Endangerment

Prohibited by ODE (ORC 3319.39; ORC 3319.31; OAC 3301-20-01)

2903.041 Reckless Homicide
 2903.15 Permitting Child Abuse
 2905.11 Extortion
 2907.24 Soliciting after Position HIV Test
 2907.241 Loitering to Engage in Solicitation; Solicitation after Positive HIV Test
 2907.311 Displaying Matter Harmful to Juveniles
 2907.33 Deception to Obtain Matter Harmful to Juveniles
 2907.34 Compelling Acceptance of Objectionable Materials
 2909.02 Aggravated Arson
 2909.22 Soliciting or Providing Support for Act of Terrorism
 2909.23 Making Terroristic Threat
 2909.24 Terrorism
 2913.01 Thefts described in this section
 2913.44 Personating an Officer
 2917.01 Inciting to Violence
 2917.02 Aggravated Riot
 2917.03 Riot
 2917.31 Inducing Panic
 2917.33 Unlawful Possession or Use of a Hoax Weapon of Mass Destruction
 2919.121 Performing or Inducing Unlawful Abortion upon Minor
 2919.13 Abortion Manslaughter
 2919.22 Divisions (B)(1), (2), (3), or (4) of sections (endangering children)
 2921.02 Bribery
 2921.03 Intimidation
 2921.04 Intimidation of Attorney, Victim or Witness in Criminal Case
 2921.05 Retaliation
 2921.11 Perjury
 2921.34 Escape

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2921.41	Theft in Office
2923.122	Illegal Conveyance or Possession of Deadly Weapon or Dangerous Ordnance or Illegal Possession of an Object Indistinguishable from a Firearm in School Safety Zone
2923.123	Illegal Conveyance of Deadly Weapon or Dangerous Ordnance into Courthouse, Illegal Possession or Control in a Courthouse
2923.17	Unlawful Possession of Dangerous Ordnance, Illegal Manufacturing or Processing Explosives
2923.21	Improperly Furnishing Firearms to Minor
2925.13	Permitting Drug Abuse
2925.22	Deception to Obtain a Dangerous Drug
2925.23	Illegal Possession of Drug Documents
2925.24	Tampering with Drugs
2925.32	Trafficking in Harmful Intoxicants; Improperly Dispensing or Distributing Nitrous Oxide
2925.36	Illegal Dispensing of Drug Samples
2925.37	Possession of Counterfeit Controlled Substances
2927.24	Contaminating Substance for Human Consumption or Use; Contamination with Hazardous Chemical, Biological, or Radioactive Substance; Spreading False Report
3319.31	As Described in that Section

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 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.

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.

I, the undersigned job applicant, solemnly swear and affirm that I have not been convicted, or pled guilty to any of the above listed offenses.

Signature _____

Date _____

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ADDENDUM

NOTICE TO APPLICANTS

Clermont County Board of MRDD is committed to maintaining a drug-free workplace. For that reason, it is our Agency policy to make all offers of employment expressly conditioned upon passing a drug- screening test. That means that if you are offered a job and do not pass the drug-screening test or refuse to take the test, the offer of employment will be withdrawn.

Job applicants may be required to undergo drug testing and medical examination prior to hire, and be required to agree in writing to permit such test and examinations and agency use of their results. Those job applicants who fail such test and examinations will not be offered employment.

This form must accompany all applications for employment with Clermont County Board of MRDD.

Please Print Name

Applicant Signature

Date

Witnessed

Date

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**Clermont County Board of MRDD
Affirmative Action/Equal Employment Opportunity Data Sheet**

In compliance with Federal and State Equal Employment Opportunity laws, the Clermont County Board of MRDD is required to collect and report data on all applicants/employees. The responses given will be held **confidential and separate from the submitted employment application**. You are not required to complete this form; however, we would appreciate your answers to the following:

Name _____ SSN _____
 Last First M.I.
 Address _____
 Street Apt.#
 City State Zip Code _____
 Title of Position Applied For/Date _____ / _____

Age 40 or older? Yes No Male Female

ETHNIC CATEGORY (check one)

- American Indian or Alaskan Native** All persons having origins in any of the original peoples of North America.
- Asian or Pacific Islander** All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. Also persons from the Indian subcontinent, including peoples with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sikkim and Sri Lanka.
- Black (not of Hispanic origin)** All persons having origins in any of the Black racial groups.
- Hispanic** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture, regardless of race.
- White (not of Hispanic origin)** All persons having origins in any of the peoples of Europe, North Africa, or the Middle East.
- Other**
 (Specify) _____

If you wish to identify yourself as a person with disabilities, veteran with disabilities or a Vietnam veteran, please check the appropriate spaces below.

- A qualified Disabled Individual who** 1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, or 2) has a record of such impairment, or 3) is regarded as having such impairment, and 4) is qualified to perform a particular job with reasonable accommodation to his/her disability.
- A Qualified Disabled Veteran** 1) a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30% or more or 2) a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty, and 3) is qualified to perform a particular job with reasonable accommodations to his/her disability.
- A Vietnam Era Veteran** 1) a person who a) actively served for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was released with other than dishonorable discharge, or b) was released from such active duty for a service-connected disability, and 2) a person who was discharged/released within 48 months prior to an alleged violation of the Act and/or the regulation issued thereunder on July 26, 1976.

How did you learn of the position(s) applied for?

- Friend/Relative (name) _____
- Clermont County MRDD Web Site or job line
- Newspaper Ad
- Walk In
- Other _____

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