

Pre-Application

Due to the State of Ohio requirements for employment in working with individuals with Developmental Disabilities, potential applicants must be able to complete the following with desirable results:

Are you at least 21 years of age or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are drug free and able to confirm by passing a drug test?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I have a clean background check.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
My license has less than 6 points on it.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have a high school diploma or equivalent	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you answered "NO" to any of the above question, there is no need to proceed with the "Employment Application".

If you answered "YES" to **ALL** of the above questions please proceed on with the "Employment Application".

Before potential employees are hired all the following must be completed, at potential employees' expense:

√ Background Check

√ Drug Test

√ Driving Abstract

If all of the above listed come back with **desirable results** you will be reimbursed immediately.

If the above listed results come back with **undesirable results**, you will **not** be reimbursed, as well as **not** considered for the position.

I certify that my answers are true and complete to the best of my knowledge, and I understand the reimbursement regulations.

Signature: _____ Date: _____



Abilities Unlimited Services LLC

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: _____ Cell: _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Applying for: Full Time ☐ Part Time ☐ Seasonal ☐ On-Call ☐

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐ If yes, explain: _____

Have you been a resident of the State of Ohio for the last five years? YES ☐ NO ☐ If no, list states: _____

Education

High School: Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

College: Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

Other: Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three references (Please ensure at least one is professional).

Full Name: _____ Relationship: _____
Occupation: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Occupation: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Occupation: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Employee Name: _____

I, _____ have reviewed and attest that I have not been convicted or plead guilty to any of the disqualifying offenses listed below from the Ohio Administrative Code 5123:2-1-05.1 (J) (1) through (J) (4):

No person may be placed in a direct services position if the person has been convicted of or plead guilty to any of the following:

1. A violation of the following sections of the Revised Code:

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)
2905.02 (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
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)
 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.

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.

2. A felony contained in the Revised that is not listed in paragraph (J)(1) of this rule, if the felony bears a direct and substantial relationship to the duties and responsibilities of the position being filed;

3. Any offense contained in the Revised Code constituting a misdemeanor of the first degree and a felony on a subsequent offense, if the offense bears a direct and substantial relationship to the position being filed and the nature of the services being provided;

4. A violation of an existing or former municipal ordinance or state law of this state, any other state, or the United States, if the offense is substantially equivalent to any of the offenses listed or described in paragraph (J)(1), (J)(2), or (J)(3) of this rule.

I also agree that I will notify Abilities Unlimited Services LLC within 14 calendar days if, while employed with the agency, I am ever formally charged with, convicted of, or plead to any of the offenses listed or described in paragraph (J)(1), (J)(2), or (J)(3) of Ohio Administrative Code 5123:2-1-05.1 as noted above. Failure to report formal charges, a conviction or guilty plea may result in being dismissed from employment.

Employee Name and Date