



Employment Application

4073 Tollgate Road
Batavia, Ohio 45103
513-724-0094

To all applicants: (PLEASE READ CAREFULLY)

Welcome and thank you for your interest in Residential Concepts, Inc. We provide a broad range of services to adults with developmental disabilities who live in Clermont County and surrounding counties. These services are provided at several locations in the Batavia and Williamsburg areas.

In completing your application, please be sure to provide as much detail as possible and answer all questions thoroughly. Specify the position for which you are applying. If you need assistance completing the application materials, please advise. Be sure your signature and the date appear on all appropriate pages of the application and return the completed application to Residential Concepts, Inc., 4073 Tollgate Road, Batavia, Ohio 45103.

Incomplete or unreadable applications may be returned for completion, further review or may even be discarded.

Because there are usually more applications than available positions, not all applicants will receive interviews.

All applications will be kept on file for six months. If you are not hired but continue to have an interest in employment after six months, you must submit another application.

Residential Concepts, Inc. is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status, genetic information or any disability as defined in the Americans with Disabilities Act, or for any other reason protected by State or Federal law.

CERTIFICATION, LICENSURE, and REGISTRATION

Some positions require certification, licensure and/or registration. If you are applying for any of these positions requiring such, include the appropriate information on the application and be sure to enclose a copy of the certificate, license and/or registration.

Applicants who have completed college or course work related to position applied for are requested to submit copies of transcripts with the application.

Residential Concepts, Inc. does drug screening tests at random. Residential Concepts, Inc. is a drug and tobacco free company.

Updated May 26, 2017

PERSONAL INFORMATION

Date _____

Name _____ Home Phone _____

Cell Phone _____ E-mail address _____

Present Address _____
No. Street City State Zip

Soc. Sec. Number _____ Are you 18 years of age or older? **YES NO** (circle one)

Name of person to contact in case of emergency _____

Address _____ City/State _____

Home telephone number _____

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States? **YES NO** (circle one)

Driver's license: State: _____ Type: _____ Currently valid? **YES NO** (circle one)

Do you have transportation available full time? **YES NO** (circle one)

Have you been shown a copy of the job description listing the essential functions of the job? **YES NO** (circle one)

Can you perform these essential functions with reasonable accommodation? **YES NO** (circle one)

Have you ever been convicted of a crime? **YES NO** (circle one) Do you have sealed record? **YES NO** (circle one)

If yes, please explain the conviction(s) and/or agree to disclose the conviction that has been sealed _____

List date (s) of all conviction (s) _____ 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.

I ascertain that I have been a continuous resident of the State of Ohio for a five (5) year period immediately prior to the date of this application. **YES NO** (circle one)

EMPLOYMENT DESIRED

Position applied for _____ Date available to start _____

Please check if you are able to work _____ Full Time _____ Part Time

Please check shift you are applying for _____ 1st Shift _____ 2nd Shift _____ 3rd Shift

Are you able to work overnights? **YES NO** (circle one) Hourly rate expected _____

Please check if you are able to satisfy the following work schedules.

a. _____ Shift Work b. _____ Overtime c. _____ Work Schedule that Includes Saturdays, Sundays, or holidays.

How did you learn of this opening? _____

EDUCATION AND TRAINING

Name, Address, and Location		Graduate?	Courses Studied
High School/GED:	Circle Highest Grade Completed 9 10 11 12	YES NO	Diploma:
College:	Circle Highest Grade Completed 1 2 3 4 4+	YES NO	Major: Minor: Degree:
Trade School:	Number of months attended _____	YES NO	Diploma or Certificate:

If you did not graduate, why did you leave high school or college? _____

Other training _____

Certification, Registration, Licensure Number _____ Date of expiration _____

Explain why you are interested in this position _____

CAPABILITY/RELIABILITY

Would you be willing and able to perform all of the tasks required by the job you are applying for? **YES NO** (circle one)
If not, explain which tasks _____

Have you filed any type of fraudulent claim against any of your present or past employers? **YES NO** (circle one)
If yes, please explain _____

Will you abide by the safety rules of this company? **YES NO** (circle one)

Have you ever been disciplined for violating company safety rules or regulations? **YES NO** (circle one)
If yes, please explain _____

How many days of work (or school) have you missed in the past two years? _____

How many times have you been late for work (or school) in the last two years? _____

Consistent attendance and punctuality are essential requirements of every job in our company. Would you be willing and able to report to work on time every day on a regular and consistent basis? **YES NO** (circle one)
If no, please explain _____

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness? **YES NO** (circle one)
If yes, please explain _____

Have you ever been fired or asked to resign from a job? **YES NO** (circle one) If yes, please explain _____

EMPLOYMENT EXPERIENCE

List each job held. This information will be closely investigated.

Start with your present status and note any periods in which you were not employed. Include summer jobs, part-time jobs, and volunteer activities.

1. Name of company _____ Telephone number _____

Address _____

Worked from (month/year) _____ to (month/year) _____

Starting base rate of pay _____ Ending base rate of pay _____

Position held _____ Name of supervisor _____

Describe responsibilities _____

Reason for leaving _____

2. Name of company _____ Telephone number _____

Address _____

Worked from (month/year) _____ to (month/year) _____

Starting base rate of pay _____ Ending base rate of pay _____

Position held _____ Name of supervisor _____

Describe responsibilities _____

Reason for leaving _____

3. Name of company _____ Telephone number _____

Address _____

Worked from (month/year) _____ to (month/year) _____

Starting base rate of pay _____ Ending base rate of pay _____

Position held _____ Name of supervisor _____

Describe responsibilities _____

Reason for leaving _____

SUPPLEMENTAL INFORMATION

Are you presently employed? **YES NO** (circle one) If yes, may we contact your present employer? **YES NO** (circle one)

Please list all periods of time since high school or college during which you were not employed? _____

How did you spend this time? _____

REFERENCES

Name 3 persons not related to you and whom we may contact - preferably persons with whom you have worked.

1. Name _____ Telephone number _____

Address _____ City/State _____

Relationship to applicant _____

2. Name _____ Telephone number _____

Address _____ City/State _____

Relationship to applicant _____

3. Name _____ Telephone number _____

Address _____ City/State _____

Relationship to applicant _____

OHIO REVISED CODE

Section

959.13	Cruelty to Animals	2909.03	Arson
959.131	Prohibitions Concerning Companion Animals	2909.04	Disrupting Public Services
		2909.22	Soliciting/Providing Support for Act of Terrorism
2903.01	Aggravated Murder		Making Terrorism Threat
2903.02	Murder	2909.23	Terrorism
2903.03	Voluntary Manslaughter	2909.24	Aggravated Robbery
2903.04	Involuntary Manslaughter	2911.01	Robbery
2903.11	Felonious Assault	2911.02	Aggravated Burglary
2903.12	Aggravated Assault	2911.11	Burglary
2903.13	Assault	2911.12	Breaking and Entering
2903.15	Permitting Child Abuse	2911.13	Theft
2903.16	Failing to Provide for Functionally Impaired Person	2913.02	Unauthorized Use of a Vehicle
		2913.03	Unauthorized Use of Property, Computer, Cable, or Telecommunication Property
2903.21	Aggravated Menacing	2913.04	Telecommunications Fraud
2903.211	Menacing by Stalking		Passing Bad Checks
2903.22	Menacing		Misuse of Credit Cards
2903.34	Patient Abuse or Neglect	2913.05	Forgery, Forging Identification Cards
2903.341	Patient Endangerment	2913.11	Criminal Simulation
2903.041	Reckless Homicide	2913.21	Medicaid Fraud
2905.01	Kidnapping	2913.31	Defrauding a Rental Agency or Hostelry
2905.02	Abduction	2913.32	Tampering with Records
2905.04	Child Stealing (prior to 7/1/96)	2913.40	Securing Writings by Deception
2905.05	Criminal Child Enticement	2913.41	Personating an Officer
2905.11	Extortion		Unlawful Display of Law Enforcement Emblem
2905.12	Coercion	2913.42	Defrauding Creditors
2905.32	Human Trafficking	2913.43	Illegal use of Supplemental Nutrition Assistance Program for Women, Infants, and Children Program Benefits
2905.33	Unlawful Conduct with respect to Documents	2913.44	Insurance Fraud
		2913.441	Workers' Compensation Fraud
			Identity Fraud
2907.02	Rape	2913.45	Receiving Stolen Property
2907.03	Sexual Battery	2913.46	Inciting to Violence
2907.04	Unlawful Sexual Conduct with a Minor		Aggravated Riot
2907.05	Gross Sexual Imposition		Riot
2907.06	Sexual Imposition	2913.47	Inducing Panic
2907.07	Importuning	2913.48	Unlawful Abortion
2907.08	Voyeurism	2913.49	Unlawful Abortion upon Minor
2907.09	Public Indecency	2913.51	Unlawful distribution of an Abortion-Inducing Drug
2907.12	Felonious Sexual Penetration	2917.01	Endangering Children
2907.21	Compelling Prostitution	2917.02	Interference with Custody
2907.22	Promoting Prostitution	2917.03	Contributing to Unruliness or Delinquency of child
2907.23	Enticement or Solicitation to Patronize a Prostitute Procurement of a Prostitute for Another	2917.31	Domestic Violence
		2919.12	Intimidation
2907.24	Soliciting after Positive Human Immunodeficiency Virus Test	2919.121	Perjury
		2919.123	Tampering with Evidence
2907.25	Prostitution		Falsification, Falsification in Theft Offence, Falsification to Purchase
2907.31	Disseminating Matter Harmful Juveniles	2919.22	
2907.32	Pandering Obscenity	2919.23	
2907.321	Pandering Obscenity Involving a Minor	2919.24	
2907.322	Pandering Sexually Oriented Matter Involving a Minor	2919.25	
		2921.03	
2907.323	Illegal Use of a Minor in Nudity-Oriented Material or Performance	2921.11	
		2921.12	
2907.33	Deception to Obtain matter Harmful to Juveniles	2921.13	
2909.02	Aggravated Arson		

	Firearm, or Falsification to Obtain a Concealed Handgun License	2923.32	Engaging in Pattern of Corrupt Activity
		2925.03	Trafficking in Drugs
2921.21	Compounding a Crime	2925.04	Illegal Manufacture of Drugs or Cultivation of Marijuana
2921.24	Disclosure of Confidential Information		Illegal Assembly or Possession of Chemicals for the Manufacture of Drugs
2921.32	Obstructing Justice	2925.041	
2921.321	Assaulting/Harassing Police Dog or Horse/Service Animal		Funding of Drug or Marijuana Trafficking
2921.34	Escape	2925.05	
2921.35	Aiding Escape or Resistance to Lawful Authority	2925.06	Illegal Administration or Distribution of Anabolic Steroids
2921.36	Illegal Conveyance of Weapons, Drugs, or other Prohibited Items onto Grounds of Detention Facility or Intuition	2925.09	Illegal Administration, dispensing, distribution, Manufacture, Possession, Selling, or using any Dangerous Veterinary Drug
2921.51	Impersonation of Peace Officer		Drug Possession other than a Minor Drug Possession Offense
2923.01	Conspiracy	2925.11	Permitting Drug Abuse
2923.02	Attempt of Conspiracy		Illegal Use or Possession of Drug Paraphernalia
2923.03	Complicity of Conspiracy	2925.13	
2923.12	Carrying a Concealed Weapon	2925.14	Illegal Use of or Possession of Marihuana Drug Paraphernalia
2923.122	Illegal Conveyance or Possession of Deadly Weapon or Dangerous Ordnance in a School Safety Zone, Illegal Possession of an Indistinguishable from a Firearm in a School Safety Zone	2925.141	Deception to Obtain Dangerous Drugs
		2925.22	Illegal Processing of Drug Documents
		2925.23	Tampering with Drugs
2923.123	Illegal Conveyance, Possession, or Control of Deadly Weapons or Dangerous Ordnance in Courthouse	2925.24	Illegal Dispensing of Drug Samples
		2925.36	Unlawful Purchase of Pseudoephedrine Product
		2925.55	Unlawful Sale of Pseudoephedrine Product
2923.13	Having Weapons while Under Disability	2925.56	Ethnic Intimidation
2923.161	Improperly Discharging Firearm at or into Habitation or School	2927.12	Placing harmful Objects in Food or Confection
		3716.11	
2923.162	Discharge of Firearm on or Near Prohibited Premises		
2923.21	Improperly Furnishing Firearms to Minor		
2923.42	Participating in Criminal Gang		
2925.02	Corrupting Another with Drugs		

Residential Concepts, Inc. shall terminate the applicant's application if the applicant has pleaded guilty or been convicted on 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. Furthermore, I agree to notify this agency within fourteen calendar days if, while employed by this agency, I am formally charged with, convicted of, or plead guilty to any of the above listed offenses. Failure to report formal charges, a conviction, or a guilty plea will result in being dismissed from employment.

Signature _____ Date _____

APPLICANT'S AGREEMENT

If necessary, I will take courses required by the Ohio Department of Education and/or The Ohio Department of Developmental Disabilities. I understand that these may be college courses and that I may 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 Administrator.

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

It is my understanding that Residential Concepts, Inc. will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Residential Concepts, Inc., 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 me from being hired, or if hired, may subject me to immediate dismissal.

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 Residential Concepts, Inc. can change wages, benefits, and conditions at any time.

I am prepared to offer documentation of my right to work in the United States.

I have read and understand the above information and certify that the information I have provided on this application is accurate to the best of my knowledge

Applicant's signature _____ Date _____

I understand Residential Concept's Inc. is a smoke and tobacco free company.

Applicant's signature _____ Date _____

I have not pled guilty to or been convicted of a felony or first degree misdemeanor, which bears direct and substantial relationship to the position for which I am applying. I understand and agree to the conduct of a criminal background check, the results of which are not public record, a copy of which shall be provided to me. I further understand and agree to the conduct of a motor vehicle driving abstract, a Nurse's Aide registry check, an Abuser Registry check from the Ohio Department of Developmental Disabilities, enrollment into Rapback, and database checks on the following websites: Inspector General's Exclusion List, Sex offender and Child Victim Offenders Database, U.S. Federal Services Administration System for Award Management Database, Database of Incarcerated and Supervised Offenders, copies of which shall be provided to me, at my request. Furthermore, I understand and agree to the necessary registry rechecks and enrollment into Rapback required under Ohio Revised Code 5123:2-2-02 and 5123:2-2-01, respectively.

Applicant's signature _____ Date _____

Please email your completed application to ljones@residentialconcepts.org, fax it to (513) 724-0786, or mail it to 4073 Tollgate Rd., Batavia, OH 45103.