



Putnam County Board of Developmental Disabilities Application Packet

- * Application
- * Disclosure and Release Form
- * Reference Release Form
- * Attestation and Agreement to Notify Employer
- * Affidavit (must be notarized prior to returning)
- * Copy of High School Diploma and College Transcripts
(requirements listed in job posting)
- * Letter of Intent
- * Resume

When applying for a position, the application packet must be completed in full and returned by 3:00p.m. of the deadline date listed on the posting.

Faxes will not be accepted

Incomplete applications will not be accepted

Please contact Tina Knisley at tknisley@putnamdd.org or 419-523-0122 with any questions. Thank you.

APPLICATION FOR EMPLOYMENT FOR PCBDD

LAST NAME	FIRST NAME	MIDDLE INITIAL
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STREET	CITY	STATE/ZIP
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(____)_____ (____)_____

HOME NUMBER	CELL NUMBER
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EMPLOYMENT/POSITION INFORMATION

Position(s) applying for _____

The following information will be used if it is directly related to the position for which you are applying: **YES** **NO**

(Please indicate Yes or No)

1. Are you willing and able to secure an Ohio Driver License, if a license is required?	_____	_____
2. If the position requires travel, can you supply your own transportation?	_____	_____
3. Have you ever been employed in the state or county service of Ohio?	_____	_____

If you are currently a State employee: Job Title _____

High School Graduate **(please circle)** **YES** **NO**

Name and Location of High School (City & State) _____

GED Certification Number _____

GED Issued by _____

If you have or are currently attending college, please list Level _____

Pursuant to Ohio Administrative Code Section 5123-2-02, the Putnam County Board of Developmental Disabilities is required to conduct background investigations for purposes of employment. Please note that per 5123-2-02, there are five tiers of disqualifying offenses with corresponding time periods that preclude an applicant from being employed with this agency. Therefore, all applicants under final consideration will be required to submit to a background check through the Bureau of Criminal Identification and Investigation. For more information, please review OAC 5123-2-02. Your signature below verifies only that you understand our requirement to conduct background checks following job offers. Your signature also verifies that you further understand that all prospective employees must pass a drug test prior to being hired.

Signature

Date

WORK EXPERIENCE

In the area below, please list your past work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. **If more space is needed to identify past employers, please attach additional sheet.**

Employer _____ Phone(_____) _____ From ____/____/____ *May we contact*
Address _____ To ____/____/____ *present/previous*
City _____ State _____ Zip _____ Salary _____ *employer?*
Reason for leaving _____ Job Duties _____ Supervisor's Name and Title **YES or NO**

Employer _____ Phone(_____) _____ From ____/____/____ *May we contact*
Address _____ To ____/____/____ *present/previous*
City _____ State _____ Zip _____ Salary _____ *employer?*
Reason for leaving _____ Job Duties _____ Supervisor's Name and Title **YES or NO**

Employer _____ Phone(_____) _____ From ____/____/____ *May we contact*
Address _____ To ____/____/____ *present/previous*
City _____ State _____ Zip _____ Salary _____ *employer?*
Reason for leaving _____ Job Duties _____ Supervisor's Name and Title **YES or NO**

Employer _____ Phone(_____) _____ From ____/____/____ *May we contact*
Address _____ To ____/____/____ *present/previous*
City _____ State _____ Zip _____ Salary _____ *employer?*
Reason for leaving _____ Job Duties _____ Supervisor's Name and Title **YES or NO**

CERTIFICATION

I certify that the answers I have provided to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the accuracy of this application. I also understand that a background check will be required prior to employment, and, in accordance with the Drug-Free Workplace Program, applicable drug testing requirements. I waive all provisions of law forbidding colleges or universities which I attended or past employers from disclosing information to the Human Resources Department of the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon completion of all pre-employment requirements.

APPLICANT SIGNATURE _____

DATE _____

Putnam County Board of Developmental Disabilities Disclosure and Release

In connection with my application for employment (including contract for services) with you, I understand that consumer reports which may contain public record information may be requested from the Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI), local or out of state sheriffs' offices. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, etc. I further understand that such reports may contain public record information concerning my driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

A criminal records check is required to be conducted and satisfactorily completed in accordance with section 109.572 of the Ohio Revised Code if the applicant comes under final consideration for appointment or employment as a precondition of employment in a position.

I authorize, without reservation, Putnam County Board of DD to contact the abovementioned agencies and any party or agency contacted by those agencies to furnish the abovementioned information.

I hereby authorize procurement of consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

Printed Name

Social Security Number

Driver's License Number

Driver's License State

Applicant Signature

Date

Witness Signature

Date

REFERENCE RELEASE FORM
PUTNAM COUNTY BOARD OF DD

Applicant's Name _____ Position Applied For _____

Address _____ Phone Number _____

I have applied for a position with the Putnam County Board of DD. Before I may be considered a "qualified applicant" I must be able to provide a reference release form. Please feel free to provide the information requested to the Putnam County Board of DD. I have voluntarily consented to full disclosure. I have read and understand that the questions asked below are relevant to their hiring decision. Your cooperation will be fundamental in my prospective employment with this agency. Thank you for your consideration and assistance.

I hereby authorize the release of the below information to Putnam County Board of DD without any legal liability for the party that furnished the information.

Applicant's Signature : _____ Date: _____

**** ADMINISTRATIVE USE ONLY ****

1. Hire Date: (m/d/y) _____ Status (check one) Full Time Part Time Sub

Resigned (m/d/y) _____ 2. What was the individual's job title? _____

3. Did you supervise this individual? Yes No

4. What were the job duties performed? _____

5. Did the individual receive any promotions while employed by your organization? If yes, what were they? _____

6. What exceptional work related strengths did this individual possess? _____

7. Did this individual often do more than was reasonably expected? _____

8. Was this individual dependable? _____ 9. Why did this individual leave your organization? _____

10. If given an opportunity to do so, would you rehire this individual? Yes No

If not, why? _____

Signature of individual completing form _____ Date _____

Name (please print) _____

Title _____ Phone Number _____

Organization Name _____

**EXHIBIT 1 TO AFFIDAVIT OF _____,
APPLICANT FOR EMPLOYMENT WITH THE PUTNAM COUNTY
BOARD OF DEVELOPMENTAL DISABILITIES.**

Under Ohio law, there are five tiers of disqualifying offenses with a corresponding time period that preclude an applicant from being employed or an employee from remaining employed by the Board. Each of the tiers and the corresponding time period is listed below.

TIER ONE (Permanent Exclusion):

The Board shall not employ an applicant or continue to employ an employee if the applicant or employee has been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for any of the following sections of the Revised Code:

1. R.C. §2903.01 - Aggravated murder
2. R.C. §2903.02 - Murder
3. R.C. §2903.03 - Voluntary manslaughter
4. R.C. §2903.11 - Felonious assault
5. R.C. §2903.15 - Permitting Child Abuse
6. R.C. §2903.16 - Failing to provide for a functionally impaired person
7. R.C. §2903.34 - Patient abuse or neglect
8. R.C. §2903.341 - Patient endangerment
9. R.C. §2905.01 - Kidnapping
10. R.C. §2905.02 - Abduction
11. R.C. §2905.32 - Human trafficking
12. R.C. §2905.33 - Unlawful conduct with respect to documents
13. R.C. §2907.02 - Rape
14. R.C. §2907.03 - Sexual battery

APPLICANT MUST INITIAL IN THE FOLLOWING SPACE _____

15. R.C. §2907.04 - Unlawful sexual conduct with a minor (formerly corruption of a minor).
16. R.C. §2907.05 - Gross sexual imposition
17. R.C. §2907.06 - Sexual imposition
18. R.C. §2907.07 - Importuning
19. R.C. §2907.08 - Voyeurism
20. R.C. §2907.12 - Felonious sexual penetration as it existed prior to September 3, 1996
21. R.C. §2907.31 - Disseminating matter harmful to juveniles
22. R.C. §2907.32 - Pandering obscenity
23. R.C. §2907.321 - Pandering obscenity involving a minor
24. R.C. §2907.322 - Pandering sexually oriented matter involving a minor
25. R.C. §2907.323 - Illegal use of minor in nudity-oriented material or performance
26. R.C. §2909.22 - Soliciting/providing support for act of terrorism
27. R.C. §2909.23 - Making terrorist threat
28. R.C. §2909.24 - Terrorism
29. R.C. §2913.40 - Medicaid fraud
30. R.C. §2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
31. R.C. §2923.02 (Attempt) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
32. R.C. §2923.03 (Complicity) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit

APPLICANT MUST INITIAL IN THE FOLLOWING SPACE _____

33. 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 offense set forth in section 2913.46 of the Revised Code (illegal use of supplemental nutrition assistance program or women, infants, and children program benefits)
34. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit

TIER TWO (Ten-Year Exclusion):

The Board shall not employ an applicant or continue to employ an employee for a period of ten years from the date the applicant or employee was fully discharged from imprisonment, probation, and parole, if the applicant or employee has been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for any of the following sections of the Revised Code.

35. R.C. §2903.04 - Involuntary manslaughter
36. R.C. §2903.041 - Reckless Homicide
37. R.C. §2905.04 - Child stealing (as it existed prior to July 1, 1996)
38. R.C. §2905.05 - Criminal child enticement
39. R.C. §2905.11 - Extortion
40. R.C. §2907.21 - Compelling prostitution
41. R.C. §2907.22 - Promoting prostitution
42. R.C. §2907.23 - Enticement or solicitation to patronize a prostitute; procurement of a prostitute for another
43. R.C. §2909.02 - Aggravated Arson
44. R.C. §2909.03 - Arson
45. R.C. §2911.01 - Aggravated robbery

APPLICANT MUST INITIAL IN THE FOLLOWING SPACE _____

46. R.C. §2911.11 - Aggravated burglary
47. R.C. §2913.46 - Illegal use of supplemental nutrition assistance program or women, infants, and children program benefits.
48. R.C. §2913.48 - Workers' Compensation fraud
49. R.C. §2913.49 - Identity fraud
50. R.C. §2917.02 - Aggravated riot
51. R.C. §2923.12 - Carrying concealed weapon
52. R.C. §2923.122 - Illegal conveyance or possession of a deadly weapon or dangerous ordnance in a school safety zone and illegal possession of an object indistinguishable from a firearm in a school safety zone
53. R.C. §2923.123 - Illegal conveyance, possession or control of a deadly weapon or dangerous ordnance into a courthouse
54. R.C. §2923.13 - Having weapons while under disability
55. R.C. §2923.161 - Improperly discharging a firearm at or into a habitation or school
56. R.C. §2923.162 - Discharge of firearm on or near prohibited premises
57. R.C. §2923.21 - Improperly furnishing firearms to a minor
58. R.C. §2923.32 - Engaging in a pattern of corrupt activity
59. R.C. §2923.42 - Participation in criminal gang activity
60. R.C. §2925.02 - Corrupting another with drugs
61. R.C. §2925.03 - Trafficking in drugs
62. R.C. §2925.04 - Illegal manufacture of drugs or cultivation of marijuana
63. R.C. §2925.041 - Illegal assembly or possession of chemicals for the manufacture of drugs
64. R.C. §3716.11 - Placing harmful objects in food or confection

APPLICANT MUST INITIAL IN THE FOLLOWING SPACE _____

- 65. R.C. §2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
- 66. R.C. §2923.02 (Attempt) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
- 67. R.C. §2923.03 (Complicity) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
- 68. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit

TIER THREE (Seven-Year Exclusion):

The Board shall not employ an applicant or continue to employ an employee for a period of seven years from the date the applicant or employee was fully discharged from imprisonment, probation, and parole, if the applicant or employee has been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for any of the following sections of the Revised Code:

- 69. R.C. §959.13 - Cruelty to animals
- 70. R.C. §959.131 - Prohibitions concerning companion animals
- 71. R.C. §2903.12 - Aggravated assault
- 72. R.C. §2903.21 - Aggravated menacing
- 73. R.C. §2903.211 - Menacing by Stalking
- 74. R.C. §2905.12 - Coercion
- 75. R.C. §2909.04 - Disrupting public services
- 76. R.C. §2911.02 - Robbery
- 77. R.C. §2911.12 - Burglary
- 78. R.C. §2913.47 - Insurance Fraud
- 79. R.C. §2917.01 - Inciting to violence

APPLICANT MUST INITIAL IN THE FOLLOWING SPACE _____

80. R.C. §2917.03 - Riot
81. R.C. §2917.31 - Inducing panic
82. R.C. §2919.22 - Endangering children
83. R.C. §2919.25 - Domestic violence
84. R.C. §2921.03 - Intimidation
85. R.C. §2921.11 - Perjury
86. R.C. §2921.13 - Falsification, falsification in theft offense, falsification to purchase firearm, or falsification to obtain a concealed handgun license.
87. R.C. §2921.34 - Escape
88. R.C. §2921.35 - Aiding escape or resistance to lawful authority
89. R.C. §2921.36 - Illegal conveyance of weapons, drugs, or other prohibited items into grounds of detention facility or institution.
90. R.C. §2925.05 - Funding of drugs or marijuana trafficking
91. R.C. §2925.06 - Illegal administration or distribution of anabolic steroids
92. R.C. §2925.24 - Tampering with drugs
93. R.C. §2927.12 - Ethnic intimidation
94. R.C. §2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
95. R.C. §2923.02 (Attempt) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
96. R.C. §2923.03 (Complicity) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
97. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit

APPLICANT MUST INITIAL IN THE FOLLOWING SPACE _____

TIER FOUR (Five-Year exclusion):

The Board shall not employ an applicant or continue to employ an employee for a period of five years from the date the applicant or employee was fully discharged from imprisonment, probation, and parole, if the applicant or employee has been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for any of the following sections of the Revised Code:

- 98. R.C. §2903.13 - Assault
- 99. R.C. §2903.22 - Menacing
- 100. R.C. §2907.09 - Public indecency
- 101. R.C. §2907.24 - Soliciting after a positive HIV test
- 102. R.C. §2907.25 - Prostitution
- 103. R.C. §2907.33 - Deception to obtain matter harmful to juveniles
- 104. R.C. §2911.13 - Breaking and entering
- 105. R.C. §2913.02 - Theft
- 106. R.C. §2913.03 - Unauthorized use of a vehicle
- 107. R.C. §2913.04 - Unauthorized use of property; computer, cable, or telecommunication property
- 108. R.C. §2913.05 - Telecommunications fraud
- 109. R.C. §2913.11 - Passing bad checks
- 110. R.C. §2913.21 - Misuse of credit cards
- 111. R.C. §2913.31 - Forgery, forging identification cards
- 112. R.C. §2913.32 - Criminal simulation
- 113. R.C. §2913.41 - Defrauding a rental agency or hostelry
- 114. R.C. §2913.42 - Tampering with records
- 115. R.C. §2913.43 - Securing writings by deception
- 116. R.C. §2913.44 - Personating an officer

APPLICANT MUST INITIAL IN THE FOLLOWING SPACE _____

117. R.C. §2913.441 - Unlawful display of law enforcement emblem
118. R.C. §2913.45 - Defrauding creditors
119. R.C. §2913.51 - Receiving stolen property
120. R.C. §2919.12 - Unlawful abortion
121. R.C. §2919.121 - Unlawful abortion upon a minor
122. R.C. §2919.123 - Unlawful distribution of an abortion-inducing drug
123. R.C. §2919.23 - Interference with custody
124. R.C. §2919.24 - Contributing to unruliness or delinquency of child
125. R.C. §2921.12 - Tampering with evidence
126. R.C. §2921.21 - Compounding a crime
127. R.C. §2921.24 - Disclosure of confidential information
128. R.C. §2921.32 - Obstructing justice
129. R.C. §2921.321 - Assaulting/harassing a police dog, horse/service animal
130. R.C. §2921.51 - Impersonation of peace officer
131. R.C. §2925.09 – Illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug
132. R.C. §2925.11 - Drug possession other than a minor drug possession offense
133. R.C. §2925.13 - Permitting drug abuse
134. R.C. §2925.22 - Deception to obtain a dangerous drug
135. R.C. §2925.23 - Illegal processing of drug documents
136. R.C. §2925.36 - Illegal dispensing of drug samples
137. R.C. §2925.55 - Unlawful purchase or receipt of pseudoephedrine product
138. R.C. §2925.56 - Unlawful sale of pseudoephedrine product
139. R.C. §2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit

APPLICANT MUST INITIAL IN THE FOLLOWING SPACE _____

- 140. R.C. §2923.02 (Attempt) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
- 141. R.C. §2923.03 (Complicity) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
- 142. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit.

TIER FIVE (No Exclusion):

The Board may employ an applicant or continue to employ an employee if the applicant or employee has been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for any of the following sections of the Revised Code:

- 143. R.C. §2925.11 - Drug possession that is minor drug possession offense
- 144. R.C. §2925.14 - Illegal use or possession of drug paraphernalia
- 145. R.C. §2925.141 - Illegal use or possession of marijuana drug paraphernalia
- 146. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit

ADDITIONAL OFFENSE

- 147. R.C. §2919.124 - Unlawful performance of a drug-induced abortion

APPLICANT MUST INITIAL IN THE FOLLOWING SPACE _____

PUTNAM COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

STATE OF OHIO

COUNTY OF PUTNAM

BEING DULY SWORN, DEPOSES AND SAYS:

(Name)

1. The affiant (referred to in this affidavit as the "applicant") is applying for the position of _____ at the _____ County Board of Developmental Disabilities (referred to in this affidavit as the "Board").

2. The applicant understands that, in accordance with Ohio Revised Code Section 5123.081 and Ohio Administrative Code rule 5123-2-02, the Board is required to conduct a background investigation of all new employees, including gathering a set of impressions of the applicant's fingerprints for purposes of a criminal records check, a reference check of past and present employers, and a review of certain databases. The applicant further understands that, if the applicant is applying for a position that includes transporting individuals with developmental disabilities, the Board will request a copy of the applicant's driving record regarding the record of convictions for violations of motor vehicle laws from the registrar of motor vehicles. The applicant agrees to sign all forms necessary for the Board (or the Board's designee) to receive this information and understands that failure to do so means the Board will not employ the applicant. **By signing below, the applicant hereby consents to the Board conducting the background investigation described in this paragraph as required under Ohio law.**

(Applicants: Check either 3 or 4 but not both)

____ 3. The applicant states that he/she has been a resident of Ohio for the five-year period preceding this application. The applicant agrees to provide proof to the Board that he/she has been a resident of Ohio for the five-year period preceding this application.

____ 4. The applicant states that he/she has not been a resident of Ohio for the five-year period preceding this application. **As a result, the applicant understands that the Board must request a criminal records check from the Federal Bureau of Investigation, and, by signing below, the applicant hereby consents to the Board requesting such information from the Federal Bureau of Investigation.**

(Applicants: Check either 5 or 6 but not both)

____ 5. The applicant states that he/she has not been convicted of, plead guilty to, or been found eligible for intervention in lieu of conviction for any of the offenses listed in Exhibit 1. Exhibit 1 is attached to and hereby made a part of this affidavit. The applicant states that he/she has read Exhibit 1 as acknowledged by applicant's initials on every page of Exhibit 1.

____ 6. The applicant states that he/she has been convicted of, plead guilty to, or been found eligible for intervention in lieu of conviction for one or more of the offenses listed in Exhibit 1. Exhibit 1 is attached to and hereby made a part of this affidavit. The applicant states that he/she has read Exhibit 1 as acknowledged by applicant's initials on every page of Exhibit 1. For each offense for which the applicant has been convicted of, plead guilty to, or been found eligible for intervention in lieu of conviction, the applicant states:

- a. The original charge was _____
- b. The conviction was for _____
- c. The date of the conviction was _____
- d. The sentence was _____
- e. The date of the completion of all term of the sentence was _____
- f. The circumstances of the crime were as follows: _____

7. The applicant understands that, in accordance with Ohio Revised Code Section 109.572, the Board is entitled to information regarding all convictions, guilty pleas, or interventions in lieu of conviction of the applicant with respect to offenses listed or described in Exhibit 1, including those that have been expunged or sealed under Ohio law. **The applicant understands that he/she must disclose such expunged or sealed convictions or records to the Board.**

8. The applicant agrees to inform the Board, **within 14 calendar days**, if, while the applicant is employed by the Board, the applicant is ever formally charged with, convicted of, pleads guilty to, or is found eligible for intervention in lieu of conviction for any of the offenses listed in Exhibit 1. The applicant understands that failure to report to the Superintendent any formal charges, a conviction of, a guilty plea to, or eligibility for intervention in lieu of conviction for any of the offenses listed in Exhibit 1, may result in the applicant being dismissed from Board employment.

9. The applicant understands that the accuracy of this information is a condition of employment and that the Board is relying on the accuracy of this information in making any offer of employment to the applicant.

10. The applicant understands that he/she may be discharged if any of the above information is false, incomplete, or misleading.

11. The applicant states that the above information is complete, true and accurate under penalty of perjury.

FURTHER AFFIANT SAYETH NAUGHT.

Signature of Affiant

Date: _____

Sworn to and subscribed before me at _____, Ohio, this ____ day of _____

_____, _____.

Notary Public

My commission expires:
