

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES APPLICATION INSTRUCTIONS

Do not return the first 6 pages with your application.

Thank you for your interest in the Clermont County Board of Developmental Disabilities. The Board provides a broad range of services to children and adults with 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 a valid applicant.**

Applications that are missing information or are unreadable 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. The initial application from employees hired is retained permanently in electronic form. All other application forms are scanned and stored electronically, and purged according to the retention schedules.

Members of the immediate families of the seven-member Clermont County Board of Developmental Disabilities or the Board of County Commissioners may not be hired to work for the Clermont County Board of Developmental Disabilities. Applicants hired by the Board are not permitted to work in Clermont County as independent providers of persons receiving services from the Board.

HIRING PROCESS:

Completed applications are received and reviewed by the Human Resources Department. Human Resources will send a copy 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. The most qualified applicants shall be contacted for interviews. There is no requirement to interview all applicants. Following the initial interview, applicants may be recommended for additional interviews with other staff, supervisors, and/or 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 individuals or operate agency vehicles for any purpose.

CERTIFICATION/LICENSURE/REGISTRATION

Positions that involve directly providing services to individuals, or supervising staff who provide services to individuals, 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 with your application.**

The Clermont County Board of Developmental Disabilities 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. The Clermont County Board of Developmental Disabilities is an Equal Opportunity Employer.

EMPLOYMENT WITH THE CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES.

An applicant, unless the applicant is legally rehabilitated, may not be hired by a County Board of Developmental Disabilities if the applicant has been convicted of or plead guilty to any of the following:

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 or pleaded guilty to 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
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.
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 or pleaded guilty to 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
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
- 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 or pleaded guilty to 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
 - 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
- Rev. 7/03; 2/04; 8/05; 11/05; 6/07; 6/09; 11/09; 1/12; 4/12; 10/12; 1/13

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.

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 or pleaded guilty to 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
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. RR.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
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 or pleaded guilty to 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.

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Application for Employment

Position applied for: _____ (If Blank, application will not be valid.)

Full Legal Name: _____

Mailing Address: _____

Physical Address of your Residence: _____

Phone: () _____ Alternate Phone: () _____

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

Email: _____ (Email is required for employees)

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

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 vacancy? If from an employee, who? _____

Have you ever been convicted of any felony or misdemeanor (other than a minor traffic offense)?* Yes No

*You must answer this question, even if the record of your conviction(s) has been sealed or expunged by a court of law and regardless of whether or not the conviction appears on a criminal background check. If you answer "Yes," use a separate sheet of paper to provide a detailed description of the nature of the offense including the name of the conviction, the date, the location (i.e., city, county, and state), and an explanation of the event leading to the conviction. If the conviction has been sealed or expunged, you must also provide detailed information regarding the sealing or expungement. 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. However, some convictions may disqualify you permanently or for a tiered length of time depending on the conviction. Although you must disclose all convictions whether listed or not, a list of disqualifying offenses is included with this application for your review.

THE CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES IS AN EQUAL OPPORTUNITY EMPLOYER

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	N/A	N/A
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: _____		

*** Must provide official Diploma or GED certificate upon hire

** Please submit official transcripts for college and post-graduate education

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 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 Licensed in which State? _____

Driver's License #: _____ (required if licensed) Expiration Date: _____

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

THE CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES IS AN EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE AND EMPLOYMENT HISTORY

You must include all previous jobs. Resume may not be substituted for this section.
Attach additional pages as needed. List your most recent job first.

1. Name of Employer: _____ Telephone No. (____) _____

Address: _____
No. Street City State Zip

Name & Title of Last Supervisor: _____ May We Contact? Y N

Your Job Title: _____ Dates of Employment: ____/____/____ to ____/____/____

Status: Full Time Part Time Substitute Beginning Salary: _____ Ending Salary: _____

Your duties: _____

Reason for Leaving: _____

2. Name of Employer: _____ Telephone No. (____) _____

Address: _____
No. Street City State Zip

Name & Title of Last Supervisor: _____ May We Contact? Y N

Your Job Title: _____ Dates of Employment: ____/____/____ to ____/____/____

Status: Full Time Part Time Substitute Beginning Salary: _____ Ending Salary: _____

Your duties: _____

Reason for Leaving: _____

3. Name of Employer: _____ Telephone No. (____) _____

Address: _____
No. Street City State Zip

Name & Title of Last Supervisor: _____ May We Contact? Y N

Your Job Title: _____ Dates of Employment: ____/____/____ to ____/____/____

Status: Full Time Part Time Substitute Beginning Salary: _____ Ending Salary: _____

Your duties: _____

Reason for Leaving: _____

4. Name of Employer: _____ Telephone No. (____) _____

Address: _____
No. Street City State Zip

Name & Title of Last Supervisor: _____ May We Contact? Y N

Your Job Title: _____ Dates of Employment: ____/____/____ to ____/____/____

Status: Full Time Part Time Substitute Beginning Salary: _____ Ending Salary: _____

Your duties: _____

Reason for Leaving: _____

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

NOTICE TO APPLICANTS

The Clermont County Board of Developmental Disabilities 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 examinations prior to hire, and are required to agree in writing to permit such tests and examinations and the agency's use of their results. Those job applicants who fail such tests and examinations will not be offered employment.

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

Please Print Name: _____

Applicant Signature: _____ Date: _____

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PROFESSIONAL WORK REFERENCES: (Personal references are not accepted.)

List three work-related references, preferably current or previous supervisors who this agency has permission to contact. Provide 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 Developmental Disabilities. I understand that these may or may not be college courses and that I am responsible for paying for all classes/seminars required to obtain and maintain my position's certification/registration.

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 me, convictions of, or guilty pleas to any disqualifying offenses to the Superintendent, within 14 (fourteen) days of charges, convictions, or guilty pleas. Failure to report may lead to disciplinary action up to and including termination. If hired, this requirement remains in effect the entire duration of my employment.**

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 Developmental Disabilities 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: _____

THE CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES IS AN EQUAL OPPORTUNITY EMPLOYER