

Cater to you Agency, LLC Employment Application
 (PLEASE PRINT LEGIBLY AND COMPLETE ALL AREAS)



Today's Date: _____ / _____ / _____

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address			Apartment/Unit #		
City	State		ZIP		
Phone	E-mail Address				
Date Available	Date of Birth	Social Security No.		Desired Salary	
Position Applying for			Referred by: _____ (Ad; Walk in; Ohio Means Jobs; Name of person who referred you)		

ELIGIBILITY

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you provide proof of 5-year Ohio Residency at date of application?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Do you have a social security card or birth-certificate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Do you have a high- school diploma or a GED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Are you 18 years of age or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

SCREENING TESTS FOR ILLEGAL DRUGS USE MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT.

Cater to You Agency, LLC is an equal opportunity employer and is committed to equal employment opportunities as prescribed by the laws and constitutions of the United States of Ohio. This includes Title VII of the Civil Rights Act and the Americans with Disability Act (ADA). **Cater to You Agency, LLC** engages in fair employment and non-discriminatory practices. Employment decisions shall be based without regard to race, determining work assignments among qualified applicants. Hiring is contingent upon the discretion of **Cater to you Agency, LLC** management staff who will select the applicant deemed most qualified, based upon such factors it considers relevant and important.

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

MILITARY SERVICE

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Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

PREVIOUS EMPLOYMENT

PREVIOUS EMPLOYMENT					
1	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 <input type="checkbox"/>	NO <input type="checkbox"/>	
2	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 <input type="checkbox"/>	NO <input type="checkbox"/>	
3	Company	Phone			

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Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

REFERENCES

Please list three professional references.

1	Full Name		Relationship	
	Company		Phone	
	Address			
2	Full Name		Relationship	
	Company		Phone	
	Address			
3	Full Name		Relationship	
	Company		Phone	
	Address			

OTHER RELEVANT TRAINING AND CERTIFICATIONS

Type of Certificate/Training (CPR, 1st Aid, DODD Specific training, etc.) Please provide card/certificate upon request.	ORGANIZATION	DATE RECEIVED	DATE OF EXPIRATION

GENERAL APPLICANT INFORMATION

List any relatives or friends working for Cater to You (past or current): _____

Do you have experience working with individuals with developmental disabilities? (circle one) **Yes No**

If yes, how long? _____ years

List counties you are willing to work in. We serve Stark, Summit, Tuscarawas, and Mahoning counties:

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AVAILABILITY Please check the days and ALL shifts you are available to work each day. Most direct services jobs require some evening/weekend work. Shift times listed are general and may vary based on position						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>	Day (7am-3pm) <input type="checkbox"/>
Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>	Afternoon (3pm-11pm) <input type="checkbox"/>
Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>	Midnight (11pm-7am) <input type="checkbox"/>
No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>	No Availability <input type="checkbox"/>

Attestation and Agreement to Notify Employer

I hereby attest that I have not been convicted of, pleaded guilty to or been found eligible for intervention in lieu of conviction for any of the disqualifying offenses listed below (pages 4-7) and agree that I will notify CATER TO YOU within 14 calendar days, if while employed I am formally charged with, am convicted of, or plead guilty to one of the disqualifying offenses. I understand that failure to make this notification may result in termination of employment.

 (Applicant's Signature)

 (Date Signed)

 (Applicant's Name Printed)

Tier 1 Disqualifying Offenses (Permanent Exclusion):

No responsible entity shall employ an applicant or continue to employ an employee, nor shall the department issue supported living certification to a candidate, if the applicant, employee, or candidate has been convicted of, pleaded guilty to, or has been found eligible for intervention in lieu of conviction for any of the following sections of the Revised Code:

1. 2903.01 (aggravated murder)
2. 2903.02 (murder)
3. 2903.03 (voluntary manslaughter)
4. 2903.11 (felonious assault)
5. 2903.15 (permitting child abuse)
6. 2903.16 (failing to provide for a functionally impaired person)
7. 2903.34 (patient abuse and neglect)
8. 2903.341 (patient endangerment)
9. 2905.01 (kidnapping)
10. 2905.02 (abduction)
11. 2905.32 (human trafficking)
12. 2905.33 (unlawful conduct with respect to documents)
13. 2907.02 (rape)
14. 2907.03 (sexual battery)

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15. 2907.04 (unlawful sexual conduct with a minor, formerly corruption of a minor)
16. 2907.05 (gross sexual imposition)
17. 2907.06 (sexual imposition)
18. 2907.07 (importuning)
19. 2907.08 (voyeurism)
20. 2907.12 (felonious sexual penetration)
21. 2907.31 (disseminating matter harmful to juveniles)
22. 2907.32 (pandering obscenity)
23. 2907.321 (pandering obscenity involving a minor)
24. 2907.322 (pandering sexually oriented matter involving a minor)
25. 2907.323 (illegal use of minor in nudity-oriented material or performance)
26. 2909.22 (soliciting/providing support for act of terrorism)
27. 2909.23 (making terrorist threat)
28. 2909.24 (terrorism)
29. 2913.40 (Medicaid fraud)
30. 2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in paragraphs (E)(1)(a)(i) to (E)(1)(a)(xxix) of this rule
31. 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 or women, infants, and children program benefits)
32. 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 described in paragraphs (E)(1)(a)(i) to (E)(1)(a)(xxxii) of this rule.

Tier 2 Disqualifying Offenses (Ten-Year Exclusion):

No responsible entity shall employ an applicant or continue to employ an employee, nor shall the department issue supported living certification to a candidate, if the applicant, employee, or candidate has been convicted of, pleaded guilty to, or has been found eligible for intervention in lieu of conviction for any of the following sections of the Revised Code:

1. 2903.04 (involuntary manslaughter)
2. 2903.041 (reckless homicide)
3. 2905.04 (child stealing) as it existed prior to July 1, 1996
4. 2905.05 (criminal child enticement)
5. 2905.11 (extortion)
6. 2907.21 (compelling prostitution)
7. 2907.22 (promoting prostitution)
8. 2907.23 (enticement or solicitation to patronize a prostitute, procurement of a prostitute for another)
9. 2909.02 (aggravated arson)
10. 2909.03 (arson)
11. 2911.01 (aggravated robbery)
12. 2911.11 (aggravated burglary)
13. 2913.46 (illegal use of supplemental nutrition assistance program or women, infants, and children program benefits)
14. 2913.48 (workers' compensation fraud)
15. 2913.49 (identity fraud)

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16. 2917.02 (aggravated riot)
17. 2923.12 (carrying concealed weapon)
18. 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)
19. 2923.123 (illegal conveyance, possession, or control of deadly weapon or dangerous ordnance into courthouse)
20. 2923.13 (having weapons while under disability)
21. 2923.161 (improperly discharging a firearm at or into a habitation or school)
22. 2923.162 (discharge of firearm on or near prohibited premises)
23. 2923.21 (improperly furnishing firearms to minor)
24. 2923.32 (engaging in pattern of corrupt activity)
25. 2923.42 (participating in criminal gang)
26. 2925.02 (corrupting another with drugs)
27. 2925.03 (trafficking in drugs)
28. 2925.04 (illegal manufacture of drugs or cultivation of marijuana)
29. 2925.041 (illegal assembly or possession of chemicals for the manufacture of drugs)
30. 3716.11 (placing harmful objects in food or confection)
31. 2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in paragraphs (E)(1)(b)(i) to (E)(1)(b)(xxx) of this rule
32. 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 described in paragraphs (E)(1)(b)(i) to (E)(1)(b)(xxx) of this rule.

Tier 3 Disqualifying Offenses (Seven-Year Exclusion):

No responsible entity shall employ an applicant or continue to employ an employee, nor shall the department issue supported living certification to a candidate, if the applicant, employee, or candidate has been convicted of, pleaded guilty to, or has been found eligible for intervention in lieu of conviction for any of the following sections of the Revised Code:

1. 959.13 (cruelty to animals)
2. 959.131 (prohibitions concerning companion animals)
3. 2903.12 (aggravated assault)
4. 2903.21 (aggravated menacing)
5. 2903.211 (menacing by stalking)
6. 2905.12 (coercion)
7. 2909.04 (disrupting public services)
8. 2911.02 (robbery)
9. 2911.12 (burglary)
10. 2913.47 (insurance fraud)
11. 2917.01 (inciting to violence)
12. 2917.03 (riot)
13. 2917.31 (inducing panic)
14. 2919.22 (endangering children)
15. 2919.25 (domestic violence)

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16. 2921.03 (intimidation)
17. 2921.11 (perjury)
18. 2921.13 (falsification, falsification in theft offense, falsification to purchase firearm, or falsification to obtain a concealed handgun license)
19. 2921.34 (escape)
20. 2921.35 (aiding escape or resistance to lawful authority)
21. 2921.36 (illegal conveyance of weapons, drugs, or other prohibited items onto grounds of detention facility or institution)
22. 2925.05 (funding of drug or marihuana trafficking)
23. 2925.06 (illegal administration or distribution of anabolic steroids)
24. 2925.24 (tampering with drugs)
25. 2927.12 (ethnic intimidation)
26. 2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in paragraphs (E)(1)(c)(i) to (E)(1)(c)(xxv) of this rule
27. 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 described in paragraphs (E)(1)(c)(i) to (E)(1)(c)(xxvi) of this rule.

Tier 4 Disqualifying Offenses (Five-Year Exclusion)

No responsible entity shall employ an applicant or continue to employ an employee, nor shall the department issue supported living certification to a candidate, if the applicant, employee, or candidate has been convicted of, pleaded guilty to, or has been found eligible for intervention in lieu of conviction for any of the following sections of the Revised Code:

1. 2903.13 (assault)
2. 2903.22 (menacing)
3. 2907.09 (public indecency)
4. 2907.24 (soliciting after positive human immunodeficiency virus test)
5. 2907.25 (prostitution)
6. 2907.33 (deception to obtain matter harmful to juveniles)
7. 2911.13 (breaking and entering)
8. 2913.02 (theft)
9. 2913.03 (unauthorized use of a vehicle)
10. 2913.04 (unauthorized use of property, computer, cable, or telecommunication property)
11. 2913.05 (telecommunications fraud)
12. 2913.11 (passing bad checks)
13. 2913.21 (misuse of credit cards)
14. 2913.31 (forgery, forging identification cards)
15. 2913.32 (criminal simulation)
16. 2913.41 (defrauding a rental agency or hostelry)
17. 2913.42 (tampering with records)

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18. 2913.43 (securing writings by deception)
19. 2913.44 (personating an officer)
20. 2913.441 (unlawful display of law enforcement emblem)
21. 2913.45 (defrauding creditors)
22. 2913.51 (receiving stolen property)
23. 2919.12 (unlawful abortion)
24. 2919.121 (unlawful abortion upon minor)
25. 2919.123 (unlawful distribution of an abortion-inducing drug)
26. 2919.23 (interference with custody)
27. 2919.24 (contributing to unruliness or delinquency of child)
28. 2921.12 (tampering with evidence)
29. 2921.21 (compounding a crime)
30. 2921.24 (disclosure of confidential information)
31. 2921.32 (obstructing justice)
32. 2921.321 (assaulting/harassing police dog or horse/service animal)
33. 2921.51 (impersonation of peace officer)
34. 2925.09 (illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug)
35. 2925.11 (drug possession other than a minor drug possession offense)
36. 2925.13 (permitting drug abuse)
37. 2925.22 (deception to obtain dangerous drugs)
38. 2925.23 (illegal processing of drug documents)
39. 2925.36 (illegal dispensing of drug samples)
40. 2925.55 (unlawful purchase of pseudoephedrine product)
41. 2925.56 (unlawful sale of pseudoephedrine product)
42. 2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in paragraphs (E)(1)(d)(i) to (E)(1)(d)(xli) of this rule; or
43. 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 described in paragraphs (E)(1)(d)(i) to (E)(1)(d)(xlii) of this rule.

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Disclaimer and Signature

CONTINGENCY OF EMPLOYMENT

Criminal background checks are completed for all applicants. According to Ohio Department of DD administrative Rules 5123:2-0-5 and 5123:2-1-05.1, "An Agency shall not employ a person who has been convicted of, or pleaded guilty, to "certain disqualifying offenses which bear a direct and substantial relationship to the responsibilities and duties of the position being filled". Each disqualifying offense is listed above on pages 4-7.

Therefore, I understand that my employment is contingent upon my BCI & background and the following checks being received by Cater to You Agency, LLC with no disqualifying offenses.

- Abuser Registry
- Nurse Aid Registry
- Office of Inspector General
- Sex Offender and Child -Victim
- The US General Services Administration System for Award Management Database
- The Database of Incarcerated and Supervised Offenders
- Ohio Medicaid Provider Exclusion and Suspension List

I further understand that I am required to report any criminal charges, arrests, indictments, convictions, or any motor vehicle violations within 14 days of employment or violation to the Human Resources Director. Failure to report violations according to Ohio Department of DD administrative Rules 5123:2-0-5 and 5123:2-1-05.1, or changes in driving status will result in termination of employment with Cater to You Agency, LLC.

My signature verifies that I allow Cater to you to run the 7 afore-mentioned back-ground checks prior to employment.

Signature: _____ Date: _____

*******OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE*******

DATE INTERVIEWED	INTERVIEWED BY	COMMENTS

REFERENCE CHECKS

	EMPLOYMENT INFORMATION VERIFICATION		RESULTS OF OTHER REFERENCES
1		1	
2		2	
3		3	