EMPLOYMENT APPLICATION

It is the policy of Recreation Unlimited Foundation and Recreation Unlimited Farm and Fun (Recreation Unlimited) to provide equal opportunity for employment to all individuals regardless of race, color, religion, ancestry, creed, gender, national origin, veteran status, age and/or disability. Such action includes, but is not limited to, recruitment, hiring, job assignment, reclassification, transfer, promotion, discipline, compensation, benefit, professional opportunities and all other terms and conditions of employment. As an employer, Recreation Unlimited has pledged to pursue this policy. Likewise, Recreation Unlimited requires all of its employees to comply with this policy in every respect.

All applicants are considered for employment and/or promotion based on their education, training, experience, skill and aptitude.

Mailing Address:
7700 Piper Road
Ashley, OH 43003-9741

Telephone Number:
Direct: 740-548-7006
Email:
info@recreationunlimited.org

General Administrative Office Hours
Weekdays (excluding holidays)
8:00 a.m. to 4:30 p.m. (EST)

For the following sections, please check the appropriate box and type or print in the relevant information using blue or black ink:

Date of completing this application: _____ Birth date **(if under the age of 18)** _____

I am seeking: ☐ Full-time employment ☐ Part-time employment ☐ Seasonal employment

Full name:(First) _____ (Middle) _____ (Last) _____

Temporary/College Mailing Address (If different from permanent/home address) _____

City: _____ State: _____ Zip: _____ Telephone number: (_____) _____

Permanent/Home Mailing Address _____

City: _____ State: _____ Zip: _____ Telephone number: (_____) _____

Social Security Number: _____ - _____ - _____

Email address: _____

Position(s) you are applying for: _____

When are you available for a personal or telephone interview? _____

Available Start Date: _____

Do you have previous experience working with, volunteering with, or supporting people with disabilities? If yes, please briefly describe:

☐ Yes ☐ No _____

Have you been employed by us before? If yes, please provide dates of employment and position(s) held.

☐ Yes ☐ No _____

Are you legally authorized to work in the United States?

☐ Yes ☐ No _____

Please complete the following education information:

High School Name & Location:		Diploma/GED: ☐ Yes ☐ No ☐ Currently enrolled Expected Graduation:		
Name and location of college, business or trade school:	Major	Minor	Credit Hours Semester/Quarter	Degree Received
College				
College				
Graduate School				
Other				

***A copy of your high school diploma or GED is required, as applicable.**

Are you able to use American Sign Language or Signed English? If yes, please describe your experience or level of proficiency..

☐ Yes ☐ No _____

Have you completed any recognized first aid, CPR, lifeguard or related training? If yes, please list and indicate expiration date of certification.

☐ Yes ☐ No _____

1.

Employer		Dates Employed From	To	Job Title	Supervisor
Address				Work Performed	
Telephone Number(s)	Reason for Leaving	Hourly Rate/Salary		Starting	Final

2.

Employer		Dates Employed From	To	Job Title	Supervisor
Address				Work Performed	
Telephone Number(s)	Reason for Leaving	Hourly Rate/Salary		Starting	Final

Are there any other special skills or expertise you may care to inform us of? If you are a student, please provide us with insight on your career aspirations.

_____

Please describe your recreation, leisure, sports, outdoor, arts, or other personal interests.: _____

_____

Please list below the name, address and telephone numbers of three (3) individuals, other than relatives, whom we may contact for a professional or personal reference:

Name Relationship Phone Email

_____

_____

Do you have a valid driver's license? ☐ Yes ☐ No

Do you have a good driving record? ☐ Yes ☐ No

Do you have access to proof of auto insurance? ☐ Yes ☐ No

State of Driver's License/ID: _____

Expiration Date: _____

Have you been convicted of any criminal offense or felony? If yes, please provide a brief narrative in the space provided.

☐ Yes ☐ No _____

Per Ohio Revised Code 5126.281, you will be required to obtain a background check. If you have lived outside of Ohio in the past five (5) years, you are required to have a National FBI check in addition to the Ohio BCI check. (See Consumer Reports Disclosure)

Have you ever been known by any other name(s) than those listed above?

☐ Yes ☐ No _____

Have you lived outside of Ohio in the past five (5) years? ☐ Yes ☐ No If so, what state?_____

LIMITATION ON TIME FOR EMPLOYMENT COMPLAINTS

READ CAREFULLY BEFORE SIGNING. I agree that any action or lawsuit against Recreation Unlimited arising out of my employment or termination of employment, including but not limited to claims arising under state or federal civil rights statutes, must be brought within one (1) year of the event giving rise to the claims or be forever barred, unless state or federal law specifies a shorter period of time. I waive any limitation period to the contrary.

SIGNATURE _____ INITIALS _____ DATE _____

PARENT SIGNATURE _____ DATE _____

Parent or legal guardian must sign if applicant is under 18 years of age.

PLEASE READ THIS SECTION BEFORE SIGNING

I certify that the answers given by me to the foregoing questions and statements are true and correct without material omissions of any kind. I agree that Recreation Unlimited shall not be liable in any respect if my employment is terminated because of the falsity of statements, answers, or omissions made by me in this questionnaire.

I authorize the references, companies, schools, and my current employer (if applicable) to provide Recreation Unlimited with any relevant job related information reasonably required for an employment decision. I expressly release Recreation Unlimited, all entities from which references were sought, and any of their authorized representatives from any and all liability arising from questions asked, information released or statements made.

Employment at Recreation Unlimited is not for any definite period of time, is employment-at-will, and Recreation Unlimited may terminate any employee at any time for any reason not contrary to law. Employees' at-will status will never change and no representative of Recreation Unlimited has the authority to make representations to applicants or current employees to enter into any agreements to the contrary.

I understand that my employment is contingent on favorable references, background check for criminal or felony convictions, drug test and verifications which demonstrate that I have the capability, with or without an accommodation, to perform the essential functions of the position for which I am applying. Additional checks for employees providing direct camper support will be completed before hire that include DODD abuser registry, ODH nurse aid registry, Sex Offender and Child-Victim Offender database, Inspector General's Exclusion list, database of Incarcerated and Supervised Offenders, and the United States General Services Administration System for Award Management database.

If I am hired, I agree to notify Recreation Unlimited Farm and Fun within 14 days if I am formally charged with, convicted of or plead guilty to any criminal charge or offense (other than minor traffic offenses). I understand that failure to timely report any such event may result in the termination of my employment.

SIGNATURE _____ INITIALS _____ DATE _____

PARENT SIGNATURE _____ DATE _____

Parent or legal guardian must sign if applicant is under 18 years of age.

Attestation and Agreement to Notify Employer

I hereby attest that I have not: 1) been convicted of, 2) pleaded guilty to, or 3) been found eligible for intervention in lieu of conviction, for any of the disqualifying offenses listed below and agree that I will notify my employer Recreation Unlimited (Employer's Name) within 14 calendar days, if while employed, I am formally charged with, am convicted of, plead guilty to, or am found eligible for intervention in lieu of conviction for any 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):

2903.01 (aggravated murder)	2905.33 (unlawful conduct with respect to documents)	2907.321 (pandering obscenity involving a minor)
2903.02 (murder)	2907.02 (rape)	2907.322 (pandering sexually oriented matter involving a minor)
2903.03 (voluntary manslaughter)	2907.03 (sexual battery)	2907.323 (illegal use of minor in nudity-oriented material or performance)
2903.11 (felonious assault)	2907.04 (unlawful sexual conduct with a minor, formerly corruption of a minor)	2909.22 (soliciting/providing support for act of terrorism)
2903.15 (permitting child abuse)	2907.05 (gross sexual imposition)	2909.23 (making terrorist threat)
2903.16 (failing to provide for a functionally impaired person)	2907.06 (sexual imposition)	2909.24 (terrorism)
2903.34 (patient abuse and neglect)	2907.07 (importuning)	2913.40 (Medicaid fraud)
2903.341 (patient endangerment)	2907.08 (voyeurism)	2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
2905.01 (kidnapping)	2907.12 (felonious sexual penetration)	2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
2905.02 (abduction)	2907.31 (disseminating matter harmful to juveniles)	2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
2905.32 (human trafficking)	2907.32 (pandering obscenity)	
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. **Rule 5123:2-2-02 (effective January 1, 2013)**		

Tier 2 Disqualifying Offenses (Ten-Year Exclusion):

2903.04 (involuntary manslaughter)	2913.46 (illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits)	2923.162 (discharge of firearm on or near prohibited premises)
2903.041 (reckless homicide)	2913.48 (workers' compensation fraud)	2923.21 (improperly furnishing firearms to minor)
2905.04 (child stealing) as it existed prior to July 1, 1996	2913.49 (identity fraud)	2923.32 (engaging in pattern of corrupt activity)
2905.05 (criminal child enticement)	2917.02 (aggravated riot)	2923.42 (participating in criminal gang)
2905.11 (extortion)	2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list	2925.02 (corrupting another with drugs)
2907.21 (compelling prostitution)	2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list	2925.03 (trafficking in drugs)
2907.22 (promoting prostitution)	2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list	2925.04 (illegal manufacture of drugs or cultivation of marihuana)
2907.23 (enticement or solicitation to patronize a prostitute, procurement of a prostitute for another)	2923.12 (carrying concealed weapon)	2925.041 (illegal assembly or possession of chemicals for the manufacture of drugs)
2909.02 (aggravated arson)	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)	3716.11 (placing harmful objects in food or confection)
2909.03 (arson)	2923.123 (illegal conveyance, possession, or control of deadly weapon or dangerous ordnance into courthouse)	
2911.01 (aggravated robbery)	2923.13 (having weapons while under disability)	
2911.11 (aggravated burglary)	2923.161 (improperly discharging a firearm at or into a habitation or school)	
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. **Rule 5123:2-2-02 (effective January 1, 2013)**		

Tier 3 Disqualifying Offenses (Seven-Year Exclusion):

959.13 (cruelty to animals)	2913.47 (insurance fraud)	2921.34 (escape)
959.131 (prohibitions concerning companion animals)	2917.01 (inciting to violence)	2921.35 (aiding escape or resistance to lawful authority)
2903.12 (aggravated assault)	2917.03 (riot)	2921.36 (illegal conveyance of weapons, drugs, or other prohibited items onto grounds of detention facility or institution)
2903.21 (aggravated menacing)	2917.31 (inducing panic)	2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
2903.211 (menacing by stalking)	2919.22 (endangering children)	2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
2905.12 (coercion)	2919.25 (domestic violence)	2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
2909.04 (disrupting public services)	2921.03 (intimidation)	2925.05 (funding of drug or marihuana trafficking)
2911.02 (robbery)	2921.11 (perjury)	2925.06 (illegal administration or distribution of anabolic steroids)
2911.12 (burglary)	2921.13 (falsification, falsification in theft offense, falsification to purchase firearm, or falsification to obtain a concealed handgun license)	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. **Rule 5123:2-2-02 (effective January 1, 2013)**		

Tier 4 Disqualifying Offenses (Five-Year Exclusion):

2903.13 (assault)	2913.41 (defrauding a rental agency or hostelry)	2921.32 (obstructing justice)
2903.22 (menacing)	2913.42 (tampering with records)	2921.321 (assaulting/harassing police dog or horse/service animal)
2907.09 (public indecency)	2913.43 (securing writings by deception)	2921.51 (impersonation of peace officer)
2907.24 (soliciting after positive human immunodeficiency virus test)	2913.44 (personating an officer)	2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
2907.25 (prostitution)	2913.441 (unlawful display of law enforcement emblem)	2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
2907.33 (deception to obtain matter harmful to juveniles)	2913.45 (defrauding creditors)	2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
2911.13 (breaking and entering)	2913.51 (receiving stolen property)	2925.09 (illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug)
2913.02 (theft)	2919.12 (unlawful abortion)	2925.11 (drug possession other than a minor drug possession offense)
2913.03 (unauthorized use of a vehicle)	2919.121 (unlawful abortion upon minor)	2925.13 (permitting drug abuse)
2913.04 (unauthorized use of property, computer, cable, or telecommunication property)	2919.123 (unlawful distribution of an abortion-inducing drug)	2925.22 (deception to obtain dangerous drugs)
2913.05 (telecommunications fraud)	2919.23 (interference with custody)	2925.23 (illegal processing of drug documents)
2913.11 (passing bad checks)	2919.24 (contributing to unruliness or delinquency of child)	2925.36 (illegal dispensing of drug samples)
2913.21 (misuse of credit cards)	2921.12 (tampering with evidence)	2925.55 (unlawful purchase of pseudoephedrine product)
2913.31 (forgery, forging identification cards)	2921.21 (compounding a crime)	2925.56 (unlawful sale of pseudoephedrine product)
2913.32 (criminal simulation)	2921.24 (disclosure of confidential information)	
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. **Rule 5123:2-2-02 (effective January 1, 2013)**		

CONSUMER REPORTS DISCLOSURE

Please be advised that one or more consumer reports, including investigative reports (background check for criminal or felony convictions), may be obtained by Recreation Unlimited Farm and Fun and/or its parent, affiliate or subsidiary companies (collectively “Recreation Unlimited”) for employment purposes prior to any offer of employment and prior to other employment decisions including decisions regarding promotion, reassignment or retention as an employee. These consumer reports may contain information concerning your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living.

These consumer reports may also include investigative consumer reports, including information obtained through interviews and concerning your character, general reputation, personal characteristics, and mode of living. If Recreation Unlimited obtains an investigative consumer report, you may request in writing a complete and accurate disclosure of the nature and the scope of investigation requested in the investigative consumer report. You may also request, in writing, a written summary of your rights under the Fair Credit Reporting Act.

Please sign the “Consent To Obtaining Consumer Reports” form on the reverse side to indicate that you authorize Recreation Unlimited to obtain these reports for employment purposes.

CONSENT TO OBTAINING CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

1. I have read the attached "Consumer Reports Disclosure" and hereby authorize Recreation Unlimited Farm and Fun and/or its parent, affiliate or subsidiary companies (collectively, "Recreation Unlimited") to obtain consumer reports, including investigative consumer reports (background check for criminal or felony convictions), concerning me for employment purposes, which purposes include evaluating me for employment, promotion, reassignment or retention as an employee, or any other employment purpose, at all times during the pendency of my employment application and, if I am hired, throughout the duration of my employment period. If I am hired this authorization shall remain on file and shall serve as ongoing authorization for Recreation Unlimited to procure consumer reports, including investigative consumer reports, for lawful purposes at any time during my employment period.

2. I hereby authorize any present or former employers, consumer report agencies, education institutions, criminal justice agencies, departments of motor vehicles, public agencies, financial institutions, or any other person or agency having knowledge of me to relate information or opinions about myself, including data received from other sources, in order that I may be evaluated for employment purposes. I hereby release these persons and/or organizations from any and all liability for damages for whatever kind or nature, whether known or unknown, who my at any time accrue to me on account of information, obtained pursuant to this authorization.

3. If I am hired, I agree to notify Recreation Unlimited Farm and Fun within 14 days if I am formally charged with, convicted of or pled guilty to any criminal charge or offense (other than minor traffic offenses). I understand that failure to timely report any such event may result in the termination of my employment.

_____ _____

Applicant Signature Date

_____

Applicant Printed Name

_____

Parent or Legal Guardian (if under 18 years of age)

NOTICE OF REGISTRY CONDUCT, SELF-REPORTING MANDATE, AND EMPLOYMENT CONSEQUENCES

READ CAREFULLY BEFORE SIGNING

1. **Overview and Purpose**

   This document serves as your official annual written notice regarding the behavioral standards required by our Organization and state regulatory laws. You are receiving this notice because your role involves supporting or providing services to vulnerable individuals. This notice outlines the specific misconduct that can result in your inclusion on the state abuser registry and the automatic loss of your employment eligibility.

2. **Conduct Leading to Registry Inclusion**

   You can be placed on the state abuser registry if an investigation establishes that you have committed any of the following registry offenses:

- **Abuse:** The use of physical force that leads to injury or pain; verbal or psychological intimidation, humiliation, or coercion; sexual contact or conduct with an individual receiving services.

- **Neglect:** A purposeful or negligent failure to provide necessary care, supervision, medication, medical treatment, shelter, or food that creates a substantial risk of harm to an individual.

- **Misappropriation (Theft):** The unauthorized taking, taking by deception, or misuse of an individual's personal funds, bank accounts, property, resources, or identification records.

- **Failure to Report:** Intentionally failing to immediately report a known or suspected incident of abuse, neglect, or misappropriation involving an individual under our care.

3. **Mandatory Self-Reporting Requirement**

   You are legally and contractually obligated to report changes in your criminal history or legal status.

   If you are formally **charged with, convicted of, or plead guilty to** any registry-qualifying offense (including assault, theft, fraud, or abuse), you must notify the Human Resources Department **in writing within fourteen (14) calendar days** of the event. Failure to disclose these legal actions within the 14-day window will result in immediate termination of employment, independent of the outcome of the case.

4. **Consequences of Registry Inclusion (Employment Bar)**

   Placement on the state abuser registry carries severe professional consequences:

- **Immediate Termination:** If your name is placed on the registry, your employment or contract with this Organization will be terminated immediately.

- **Statewide Lifetime Bar:** Registry inclusion results in a legal bar from direct-care employment statewide. You will be disqualified from working for any provider funded by Medicaid, home health agencies, nursing facilities, or developmental disability services.

5. **Review and Acknowledgment Requirement**

   You are required to review this document thoroughly. Please complete, sign, and date below. A permanent copy of your signed acknowledgment will be retained in your personnel file for compliance audits.

   Employee Affirmations

By signing below, I acknowledge and affirm the following statements:

1. **Receipt of Notice:** I have received and read the Written Notice regarding the conduct for which an employee can be placed on the state abuser registry.

2. **Understanding of Offenses:** I understand the definitions of abuse, neglect, misappropriation (theft), and failure to report, and I know that engaging in these behaviors will lead to disciplinary action, termination, and potential registry inclusion.

3. **Awareness of Consequences:** I understand that being placed on the state abuser registry results in an immediate, mandatory bar from direct-care employment statewide.

4. **Obligation to Self-Report:** I understand that I am legally required to notify the Camps Director in writing within fourteen (14) calendar days if I am formally charged with, convicted of, or plead guilty to any registry-qualifying offense.

_____ _____

Applicant Signature Date

_____

Applicant Printed Name

_____

Parent or Legal Guardian (if under 18 years of age)

APPLICANT ACKNOWLEDGEMENT OF DRUG AND ALCOHOL POLICY AND CONSENT TO DRUG AND ALCOHOL TESTING

READ CAREFULLY BEFORE SIGNING

4. I understand that it is the policy of Recreation Unlimited Farm and Fun to maintain a workplace that is free of illegal drugs and misuse of alcohol, and that it will not knowingly hire anyone who uses illegal drugs or misuses alcohol. I also understand that any offer of employment made to me by Recreation Unlimited is conditional upon the results of a drug test being acceptable to Recreation Unlimited. I accept that if I am hired, Recreation Unlimited reserves the right to test its employees for drug and alcohol use in accordance with the Company's policies regarding such tests and to search my personal belongings for illegal drugs, drug paraphernalia, or intoxicating liquors.

5. I understand that Recreation Unlimited Farm and Fun's Drug and Alcohol Policy establishes conditions under which I may be required to provide breath, urine and/or blood samples for drug and/or alcohol testing. Should this occur, I hereby consent to such testing. I further authorize the testing laboratory to release any test results and related medical information to the Executive Director & CEO or designated managers and/or the outside reviewing agent(s) chosen by Recreation Unlimited.

6. Should there be a positive test result, I understand that the Medical Review Officer (MRO) may ask me to provide information regarding any illegal non-prescription drugs and other drugs for which I have a prescription that I routinely take or have taken.

7. I also understand that any communication that I may have with the collection site personnel, testing laboratories, or MRO is not meant to create or imply any form of physical/patient relationship.

_____ _____

Applicant Signature Date

_____

Applicant Printed Name

_____

Parent or Legal Guardian (if under 18 years of age)