



**Personal Information (Please Print)**

Name (Last, First, Middle):

Today's Date:

Home Address:

City: State: Zip:

Home Phone: Cell/Business Phone:

Are you legally eligible to work in the United States? Check one: Yes No

How did you hear about Bellefaire JCB's employment opportunities (Please be specific)?

**Type of Work applying for:**  Employment  Internship  Volunteer

Position Applying for: Salary Requirement:

Referred by(name): Date available to start?

Have you applied at Bellefaire JCB before? If yes, when:	Yes	No
Have you ever worked for Bellefaire JCB before? If yes, give date and reason for leaving:	Yes	No
Are you related to an employee or Board Member of Bellefaire JCB? Please give name and relation:	Yes	No
Are you currently employed?	Yes	No
Are you of age 21 or older? (Direct Care Staff must be at least 21 years old.)	Yes	No
Have you ever been convicted of a crime? If yes, please explain	Yes	No
Have you ever been investigated for abuse or neglect by a government regulatory agency where the result was either "indicated" or "substantiated"? If yes, please explain	Yes	No
Can you travel if the job requires?	Yes	No

**BY OHIO LAW, ALL EMPLOYMENT AT BELLEFAIRE JEWISH CHILDREN'S BUREAU IS CONTINGENT UPON A SATISFACTORY CRIMINAL BACKGROUND CHECK. THIS BACKGROUND CHECK INCLUDES YOUR FINGERPRINTS BEING SUBMITTED TO THE OHIO BUREAU OF CRIMINAL INVESTIGATION AND THE FEDERAL BUREAU OF INVESTIGATION FOR REVIEW. IF THE POSITION YOU ARE APPLYING FOR INCLUDES DRIVING AGENCY VEHICLES OR TRANSPORTING CLIENTS IN YOUR PERSONAL VEHICLE, YOUR EMPLOYMENT MAY BE CONTINGENT ON A MOTOR VEHICLE RECORD THAT IS ACCEPTABLE TO OUR INSURANCE COMPANY. IN ADDITION, EMPLOYMENT IS CONTINGENT UPON A PRE-EMPLOYMENT POST OFFER MEDICAL EXAMINATION WHICH CERTIFIES THAT YOU ARE FREE OF COMMUNICABLE DISEASE, INCLUDING A NEGATIVE TUBERCULOSIS TEST (ORC 5103:03). EMPLOYMENT IS ALSO CONTINGENT ON SUCCESSFULLY PASSING A DRUG/ALCOHOL TEST AND REFUSAL TO TAKE SUCH TESTS WILL DISQUALIFY YOU FOR EMPLOYMENT AND/OR RESULT IN YOUR DISCHARGE IF HIRED.**



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**Education Record:**

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High School (Name, City, State):

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Obtained (Check One):      High School Diploma/      GED /      N/A

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Business or Technical School (Name, City, State):

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Years Completed:      Degree Earned:

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Undergraduate College (or Associate/Technical School) (Name, City, State):

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Years Completed:      Degree Earned

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Graduate School (Name, City, State):

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Years Completed:      Degree Earned:

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Other:

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Years Completed:      Degree Earned:

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**Licensure. List any professional licensure (LSW, LPC, RN, MD, etc) you currently hold:**

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License Name and Number	State Issued	Expiration Date
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**Work History. Give information about your last 3 jobs, starting with the most recent:**

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Employer:      Dates Employed:

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Address:

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City:      State:      Zip:

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Phone:      Ending Salary:

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Title/Duties:

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Manager's Name and Title:

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Reason for Leaving:

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May we contact this employer?      Yes      No

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Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

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Address: \_\_\_\_\_

---

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

---

Phone: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

---

Title/Duties: \_\_\_\_\_

---

Manager's Name and Title: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

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Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

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Address: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Phone: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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Title/Duties: \_\_\_\_\_

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Manager's Name and Title: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

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Have you ever been discharged by an employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

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If yes, please explain all terminations. \_\_\_\_\_

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List all periods during which you were unemployed: \_\_\_\_\_

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How did you spend this time? \_\_\_\_\_

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**Professional References. All 3 must be supervisory (if applying for your first job, you may use academic references):**

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Name: \_\_\_\_\_

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Work Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

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Address (or e-mail address): \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Association to You: \_\_\_\_\_

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Name:

Work Phone:

Home/Cell Phone:

Address (or e-mail address):

City:

State:

Zip:

Association to You:

Name:

Work Phone:

Home/Cell Phone:

Address (or e-mail address):

City:

State:

Zip:

Association to You:

**Please Read and Sign**

I certify that answers given herein are true and complete to the best of my knowledge.

In connection with this employment application, I hereby understand and authorize investigative background inquiries may be made on me including consumer, criminal, driving and other reports. These reports will include information as to my general reputation, character, work habits, performance and experiences along with reasons for termination of past employment from previous employers. Further, I understand that Bellefaire JCB will be requesting information from various federal, state and other agencies which maintain public and non-public records concerning my past activities relating to my references, driving record, criminal and court records, education, concerns associated with the global terrorist watch list, and other experiences. I authorize, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information.

I understand that I will be required to take and successfully pass a drug/alcohol test as a condition of employment and that refusal to take such tests will disqualify me for employment and/or result in my discharge if hired.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. If the position I am hired for is in the Bargaining Unit, I understand that the terms and conditions of my employment are set forth in the collective bargaining agreement between Bellefaire JCB and the applicable union and that I am subject to the terms of such agreement.

If employed, Applicant agrees that all original materials developed for the Employer, including, but not limited to, computer programs, design specifications, instructions and other documentation are to be considered "works made for hire" under the United States Copyright Act and are the sole and exclusive property of the Employer. In the event any of the original materials are determined not to be "works made for hire," Applicant hereby sells and assigns, to Employer all of Applicant's, title and interest in and to all such original materials.

I understand that it is the policy of Bellefaire Jewish Children's Bureau not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I acknowledge that the Wingspan Care Group is the not-for-profit parent company of Applewood Centers, Bellefaire JCB, and Monarch Teaching Technologies. Because these organizations are related and affiliated, any and all information related to applicants, employees and former employees will be shared accordingly within the Wingspan Care Group and its members.

**I understand that I am required to abide by all rules and regulations of Bellefaire Jewish Children's Bureau.**

E-Signature:

Date:

Thank you for your interest in employment at Bellefaire JCB. Bellefaire JCB does not discriminate on the basis of age, race, sex, disability, military status, national origin, religion, ethnicity, religion, color or sexual orientation in the provision of services or employment practices.

22001 Fairmount Blvd. Shaker Heights, OH 44118

Tel. 216-932-2800 Fax: 216-932-5445 Web: [www.bellefairejcb.org](http://www.bellefairejcb.org) E-Mail: [employment@bellefairejcb.org](mailto:employment@bellefairejcb.org)

Rev. 7/2005, 2/21/2006, 6/18/07, 4/9/08, 10/30/08, 4/9/09, 7/22/10



## **Criminal Records Check – Potentially Excluding Offenses**

**Our Agency is required by law to obtain fingerprints for the purpose of requesting a criminal records check as a precondition to employment, volunteering, internship, foster care or adopting. We will consider this completed document, the results of the criminal records check, along with any applicable Ohio law in deciding to employ a person, utilize a volunteer or intern, or certify a person as either a foster caregiver or an adoptive caregiver.**

### **Homicide**

R.C. 2903.01 - Aggravated murder  
R.C. 2903.02 - Murder  
R.C. 2903.03 - Voluntary manslaughter  
R.C. 2903.04 - Involuntary manslaughter  
R.C. 2903.041 - Reckless homicide

### **Assault**

R.C. 2903.11 - Felonious assault  
R.C. 2903.12 - Aggravated assault  
R.C. 2903.13 - Assault  
R.C. 2903.15 - Permitting child abuse  
R.C. 2903.16 - Failing to provide for a functionally impaired person

### **Menacing**

R.C. 2903.21 - Aggravated menacing  
R.C. 2903.211 - Menacing by stalking  
R.C. 2903.22 - Menacing

### **Patient abuse and neglect**

R.C. 2903.34 - Patient abuse, neglect  
R.C. 2903.341 Patient endangerment

### **Kidnapping and extortion**

R.C. 2905.01 - Kidnapping  
R.C. 2905.02 - Abduction  
R.C. 2905.04 - Child stealing (as this law existed prior to 7/1/96)  
R.C. 2905.05 - Criminal child enticement  
R.C. 2905.11 - Extortion  
R.C. 2905.12 - Coercion  
R.C. 2905.32 - Human Trafficking  
R.C. 2905.33 - Unlawful conduct with respect to documents

### **Sex offenses**

R.C. 2907.02 - Rape  
R.C. 2907.03 - Sexual battery  
R.C. 2907.04 - Unlawful sexual conduct with a minor  
R.C. 2907.05 - Gross sexual imposition  
R.C. 2907.06 - Sexual imposition  
R.C. 2907.07 - Importuning  
R.C. 2907.08 - Voyeurism  
R.C. 2907.09 - Public indecency  
R.C. 2907.12 - Felonious sexual penetration (as this former section of law existed)  
R.C. 2907.21 - Compelling prostitution  
R.C. 2907.22 - Promoting prostitution  
R.C. 2907.23 - Enticement, solicitation or procurement of a prostitute  
R.C. 2907.24 - Soliciting after positive HIV test  
R.C. 2097.241 - Loitering to engage in solicitation, solicitation after positive HIV test  
R.C. 2907.25 - Prostitution  
R.C. 2907.31 - Disseminating matter harmful to juveniles  
R.C. 2907.311 - Displaying matter harmful to juveniles  
R.C. 2907.32 - Pandering obscenity  
R.C. 2907.321 - Pandering obscenity involving a minor  
R.C. 2907.322 - Pandering sexually oriented matter involving a minor  
R.C. 2907.323 - Illegal use of a minor in nudity oriented material or performance  
R.C. 2907.33 - Deception to obtain matter harmful to juveniles  
R.C. 2907.34 - Compelling acceptance of objectionable materials

### **Arson, terrorism, and related offenses**

R.C. 2909.02 - Aggravated arson  
R.C. 2909.03 - Arson  
R.C. 2909.04 - Disrupting public services  
R.C. 2909.05 - Vandalism  
R.C. 2909.22 - Soliciting or providing support for act of terrorism  
R.C. 2909.23 - Making terroristic threat  
R.C. 2909.24 - Terrorism

### **Robbery and burglary**

R.C. 2911.01 - Aggravated robbery  
R.C. 2911.02 - Robbery  
R.C. 2911.11 - Aggravated burglary  
R.C. 2911.12 - Burglary  
R.C. 2911.13 - Breaking and entering

### **Theft and fraud**

R.C. 2913.02 - Theft; aggravated theft  
R.C. 2913.03 - Unauthorized use of a vehicle  
R.C. 2913.04 - Unauthorized use of property, computer, cable, or telecommunication property or service  
R.C. 2913.041 - Possession or sale of unauthorized cable television device  
R.C. 2913.05 - Telecommunications fraud  
R.C. 2913.06 - Unlawful use of telecommunications  
R.C. 2913.11 - Passing bad checks  
R.C. 2913.21 - Misuse of credit cards  
R.C. 2913.31 - Forgery; identification card  
R.C. 2913.32 - Criminal simulation  
R.C. 2913.33 - Making or using slugs  
R.C. 2913.34 - Trademark counterfeiting  
R.C. 2913.40 - Medicaid fraud  
R.C. 2913.41 - Defrauding a rental agency or hostelry  
R.C. 2913.42 - Tampering with records  
R.C. 2913.43 - Securing writings by deception  
R.C. 2913.44 - Personating an officer  
R.C. 2913.441 - Law Enforcement emblem display  
R.C. 2913.45 - Defrauding creditors  
R.C. 2913.46 - Illegal use of food stamps or WIC program benefits  
R.C. 2913.47 - Insurance fraud  
R.C. 2913.48 - Worker's compensation fraud  
R.C. 2913.49 - Identity fraud  
R.C. 2913.51 - Receiving stolen property

### **Offenses against the family**

R.C. 2919.12 - Unlawful abortion  
R.C. 2919.121 - Unlawful abortion upon a minor  
R.C. 2919.123 - Unlawful distribution of an abortion-inducing drug  
R.C. 2919.13 - Abortion manslaughter  
R.C. 2919.22 - Endangering children  
R.C. 2919.23 - Interference with custody  
R.C. 2919.24 - Contributing to unruliness or delinquency of a child  
R.C. 2919.25 - Domestic violence

### **Offenses against justice and public administration**

R.C. 2921.02 - Bribery  
R.C. 2921.03 - Intimidation  
R.C. 2921.04 - Intimidation of attorney, victim, or witness in a criminal case  
R.C. 2921.05 - Retaliation  
R.C. 2921.11 - Perjury  
R.C. 2921.12 - Tampering with evidence  
R.C. 2921.13 - Falsification  
R.C. 2921.21 - Compounding a crime  
R.C. 2921.24 - Disclosure of confidential information  
R.C. 2921.32 - Obstructing justice  
R.C. 2921.34 - Escape  
R.C. 2921.35 - Aiding escape or resistance to authority  
R.C. 2921.36 - Illegal conveyance of weapons, drugs or other prohibited items onto grounds of detention facility or institution  
R.C. 2921.41 - Theft in office  
R.C. 2921.51 - Impersonation of a peace officer

### **Conspiracy and related offenses**

R.C. 2923.01 - Conspiracy  
R.C. 2923.02 - Attempt  
R.C. 2923.03 - Complicity

### **Weapons control**

R.C. 2923.12 - Carrying a concealed weapon  
R.C. 2923.122 - Illegal conveyance or possession of a deadly weapon in a school zone  
R.C. 2923.123 - Illegal conveyance, possession, or control of a deadly weapon into a courthouse  
R.C. 2923.13 - Having a weapon while under disability  
R.C. 2923.161 - Improperly discharging a firearm at or into a habitation or school  
R.C. 2923.162 - Improperly discharging a firearm on or near prohibited premises  
R.C. 2923.17 - Unlawful possession of dangerous ordnance; illegal manufacture of explosives  
R.C. 2923.21 - Improperly furnishing firearms to a minor



## Criminal Records Check – Potentially Excluding Offenses

I hereby agree to notify the Agency within 24 hours if, at any time after completing this form or while employed by the Agency, I am arrested for, formally charged with, am convicted of, or plead guilty to, any offenses listed on the prior pages. I understand that failure to provide timely notification will result in immediate termination of my employment/internship/volunteer position and/or withdraw of any employment/volunteer/internship offer (as appropriate).

I attest that the answers provided are true. I understand that providing false information could lead to my immediate termination, separation from the Agency, withdraw of any offer, and/or decertification as a foster or adoptive caregiver.

\_\_\_\_\_  
E-Signature

\_\_\_\_\_  
Date

