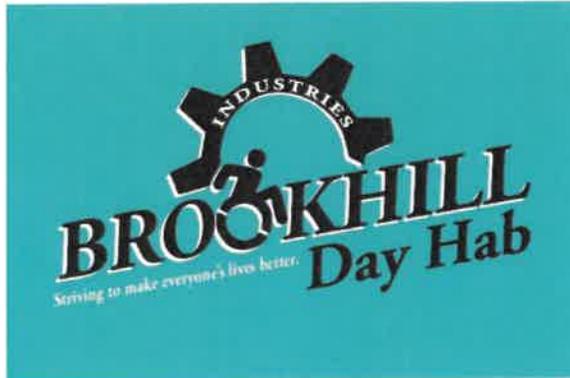


BROOKHILL CENTER INDUSTRIES, INC.

Employment Application Packet



Thank you for your interest in employment with Brookhill Center Industries, Inc. We are committed to providing safe, respectful, and high-quality services to individuals with developmental disabilities. This application packet is required for all positions and must be completed in full to be considered for employment.

How to Complete This Packet (Please Read First)

- Complete all sections of this packet.
- Review and sign all required certifications and releases.
- Complete and notarize the Affidavit.
- Read Exhibit 1 carefully and initial each page.
- Return the completed packet by 3:00 p.m. on the date listed in the job posting.

Important Notes

- Incomplete applications cannot be reviewed.
- Faxed applications are not accepted.

If you have questions while completing this packet, please contact Sally Sutter at 419-876-3932.

Section 1: Applicant Information

LAST NAME	FIRST NAME	MIDDLE INITIAL
STREET	CITY	STATE/ZIP
() HOME NUMBER	() CELL NUMBER	

Section 2: Position and Eligibility Information

Position(s) applying for _____

Please check Yes or No for each question (only if directly related to the position):

1. Are you willing and able to obtain an Ohio driver's license if required for the position? Yes No
2. If the position requires travel, can you provide your own transportation? Yes No
3. Have you ever been employed by the State of Ohio or a county agency in Ohio? Yes No

Section 3: Education Information

High School Graduate Yes No

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

Please provide copy of high school diploma or transcripts

GED Certification Number _____

GED Issued by _____

If you are currently attending college, please list Level _____

Background Check and Drug Testing Notice (Required)

Pursuant to Ohio Administrative Code 5123:2-2-02, Brookhill Center Industries, Inc. is required to conduct background investigations for employment. These investigations include criminal background checks and may also include driving record reviews, depending on the position.

All applicants who are under final consideration will be required to submit to a background check through the Bureau of Criminal Identification and Investigation (BCII). Additionally, all prospective employees must successfully pass a drug test prior to employment.

Signature

Date

Section 4: Work Experience

Employer _____ Phone(_____) _____ From ____/____/____

Address _____ To ____/____/____

City _____ State _____ Zip _____ Salary _____

Reason for leaving _____

Job Duties _____

Supervisor's Name and Title _____

May we contact your present / previous employer? Yes No

Employer _____ Phone(_____) _____ From ____/____/____

Address _____ To ____/____/____

City _____ State _____ Zip _____ Salary _____

Reason for leaving _____

Job Duties _____

Supervisor's Name and Title _____

May we contact your present / previous employer? Yes No

Employer _____ Phone(_____) _____ From ____/____/____

Address _____ To ____/____/____

City _____ State _____ Zip _____ Salary _____

Reason for leaving _____

Job Duties _____

Supervisor's Name and Title _____

May we contact your present / previous employer? Yes No

Section 5: Applicant Certification

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that:

- Incomplete applications will not be processed.
- I am responsible for the accuracy of the information I provide.
- Any offer of employment is contingent upon completion of all pre-employment requirements, including background checks and drug testing.
- Brookhill Center Industries, Inc. may contact past employers, schools, or institutions for employment-related verification purposes.

Signature

Date

Section 6: Affidavit (Must Be Notarized)

This affidavit is a required part of the application packet and must be completed and notarized prior to submitting your application. The affidavit confirms your understanding of background check requirements and your disclosure obligations under Ohio law.

Important: The affidavit language that follows is provided verbatim to meet statutory employment requirements. Please read all statements carefully before signing.

STATE OF OHIO

COUNTY OF PUTNAM

BEING DULY SWORN, DEPOSES AND SAYS:

(Name of Applicant)

1. The affiant (referred to in this affidavit as the "applicant") is applying for employment with Brookhill Industries Inc. (referred to as the "Board").

2. The applicant understands that the Board is required to conduct a criminal records check of all new employees, including fingerprinting, reference checks, and review of applicable databases. The applicant further understands that for positions involving transportation of individuals with developmental disabilities, a motor vehicle record abstract may be required. The applicant agrees to sign all forms necessary to obtain this information and understands that failure to do so may result in denial of employment.

(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.

OR

4. _____ The applicant states that he/she has NOT been a resident of Ohio for the five-year period preceding this application.

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

5. _____ The applicant states that he/she has not been convicted of or pled guilty to any of the offenses listed in Exhibit 1.

OR

6. _____ The applicant states that he/she has been convicted of or pled guilty to one or more offenses listed in Exhibit 1 and has provided full details below.

7. The applicant understands that convictions or guilty pleas that have been sealed or expunged must still be disclosed to the Board.

8. The applicant agrees to notify the Board within fourteen (14) calendar days if, during employment, the applicant is formally charged with or convicted of any offense listed in Exhibit 1.

9. The applicant states that the information provided is true and complete under penalty of perjury.

Applicant Signature: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public: _____

My Commission Expires: _____

Section 7:

**EXHIBIT 1 TO AFFIDAVIT OF _____,
APPLICANT FOR EMPLOYMENT WITH BROOKHILL INDUSTRIES INC.**

Exhibit 1 contains a list of offenses that may affect employment eligibility under Ohio Administrative Code 5123:2-2-02. The offenses are grouped into four tiers, each with specific exclusion criteria.

This section is provided verbatim and has not been modified. You are required to read each page and initial every page to confirm your review and understanding.

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
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

Initials: _____ **Date:** _____

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 on this list
31. R.C. 2923.02 (Attempt) when the underlying offense is any of the offenses or violations on this list
32. R.C. 2923.03 (Complicity) when the underlying offense is any of the offenses or violations on this list
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 (SNAP) or women, infants, and children (WIC) program benefits)
34. 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

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

Initials: _____ **Date:** _____

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 (SNAP) or women, infants, and children (WIC) 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. 2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations on this list
52. R.C. 2923.02 (Attempt) when the underlying offense is any of the offenses or violations on this list
53. R.C. 2923.03 (Complicity) when the underlying offense is any of the offenses or violations on this list
54. R.C. 2923.12 - Carrying concealed weapon
55. 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
56. R.C. 2923.123 - Illegal conveyance, possession or control of a deadly weapon or dangerous ordnance into a courthouse
57. R.C. 2923.13 - Having weapons while under disability
58. R.C. 2923.161 - Improperly discharging a firearm at or into a habitation or school
59. R.C. 2923.162 - Discharge of firearm on or near prohibited premises
60. R.C. 2923.21 - Improperly furnishing firearms to a minor
61. R.C. 2923.32 - Engaging in a pattern of corrupt activity
62. R.C. 2923.42 - Participation in criminal gang
63. R.C. 2925.02 - Corrupting another with drugs
64. R.C. 2925.03 - Trafficking in drugs
65. R.C. 2925.04 - Illegal manufacture of drugs or cultivation of marijuana
66. R.C. 2925.041 - Illegal assembly or possession of chemicals for the manufacture of drugs
67. R.C. 3716.11 - Placing harmful objects in food or confection
68. 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

Initials: _____ **Date:** _____

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 onto grounds of detention facility or institution.
90. R.C. 2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations on this list
91. R.C. 2923.02 (Attempt) when the underlying offense is any of the offenses or violations on this list
92. R.C. 2923.03 (Complicity) when the underlying offense is any of the offenses or violations on this list
93. R.C. 2925.05 - Funding of drugs or marijuana trafficking

Initials: _____ **Date:** _____

- 94. R.C. 2925.06 - Illegal administration or distribution of anabolic steroids
- 95. R.C. 2925.24 - Tampering with drugs
- 96. R.C. 2927.12 - Ethnic intimidation
- 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 on this list

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 Human Immunodeficiency Virus 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

Initials: _____ **Date:** _____

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. 2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations on this list
132. R.C. 2923.02 (Attempt) when the underlying offense is any of the offenses or violations on this list
133. R.C. 2923.03 (Complicity) when the underlying offense is any of the offenses or violations on this list
134. R.C. 2925.09 - Illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug
135. R.C. 2925.11 - Drug possession other than a minor drug possession offense
136. R.C. 2925.13 - Permitting drug abuse
137. R.C. 2925.22 - Deception to obtain a dangerous drug
138. R.C. 2925.23 - Illegal processing of drug documents
139. RR.C. 2925.36 - Illegal dispensing of drug samples
140. R.C. 2925.55 - Unlawful purchase or receipt of pseudoephedrine product
141. R.C. 2925.56 - Unlawful sale of pseudoephedrine product
142. 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.

Initials: _____ **Date:** _____

Section 8: Reference Release Form

Applicant's Name _____ Position Applied For _____

Address _____ Phone Number _____

I hereby authorize the release of the below information to Brookhill Industries Inc. without any legal liability for the party that furnished the information.

Applicant's Signature _____ Date _____

Section 9: Disclosure and Release

This section authorizes Brookhill Industries Inc. to obtain consumer and background reports as permitted by law, including criminal history and driving records where applicable. If hired, this authorization will remain on file for the duration of employment. Please complete all requested fields and sign where indicated.

Final Submission Checklist

- All application sections completed
- Applicant certifications signed
- Affidavit signed and notarized
- Exhibit 1 initialed on every page
- Reference Release Form completed
- Disclosure and Release signed