

**APPLICANT INFORMATION**

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| --- | --- | --- | --- |
| Last Name | First Name | M.I. | Date |
| Street Address | Apartment/Unit |
| City | State | Zip |
| Home Phone | Cell Phone | Email Address |
| Date Available to Start | Social Security No.  | DL or State ID # |
| Are you a citizen of the United States YES NO If no, are you authorized to work in the U.S.? |
| Are you at least 18 years of age? YES NO |
| Have you ever worked for this company? YES NO If so, when? |
| Have you ever been convicted of any crime? YES NO If yes, explain |
| Do you have a valid Drivers License with less than 6 points? YES NO |

**EDUCATION**

|  |  |
| --- | --- |
| High School | Address |
| From: To:  | Did you graduate? |
| College | Address |
| From: To:  | Did you graduate? Degree Received |
| Other | Address |
| From: To:  |  |

**REFERENCES – Please list 3 professional references**

|  |  |
| --- | --- |
| Full Name | Company Name |
| Address | Phone # |
| Full Name | Company Name |
| Address | Phone # |
| Full Name | Company Name |
| Address | Phone # |

**PREVIOUS EMPLOYMENT**

|  |  |
| --- | --- |
| Company | Phone # |
| Address | Supervisor |
| Job Title | Starting Salary $ Ending Salary $ |
| From  To | Reason for Leaving |
| Responsibilities | May we contact your previous employer? |

|  |  |
| --- | --- |
| Company | Phone # |
| Address | Supervisor |
| Job Title | Starting Salary $ Ending Salary $ |
| From  To | Reason for Leaving |
| Responsibilities | May we contact your previous employer? |

|  |  |
| --- | --- |
| Company | Phone # |
| Address | Supervisor |
| Job Title | Starting Salary $ Ending Salary $ |
| From To | Reason for Leaving |
| Responsibilities | May we contact your previous employer? |

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| Have you ever been discharged from a company or facility for abuse or neglect? YES NO |
| After reviewing the job description, are you able to perform the essential functions of the job? YES NO |
| Have you been an Ohio resident for the past five years? YES NO |

**SKILLS**

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| Please use this space to list any special skills, work experience, certifications/licenses, etc. that may relate to the position for which you are applying: |

**BACKGROUND INVESTIGATION AUTHORIZATION AND DISCLOSURE**

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| In connection with my application for employment, I authorize Compass Direct Services LLP, to order a consumer report to adequately investigate my background which may include my* Academic record
* Criminal record
* Employment record
* Military service record
* Financial & Credit information
* Reputation and character record

I understand that information obtained from this background investigation may constitute a basis for denial of my employment. I also understand that any information obtained from this background investigation will be used solely for the purpose it was intended and will not be disseminated outside of Compass Direct Services LLP.I hereby acknowledge that I have read the above disclosure statement and understand it. I authorize, without reservation, any party or agency contacted by this employer or its agent to furnish the above mentioned information. Applicants’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CRIMINAL RECORDS CHECK**

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| Compass Direct Services LLP is required to obtain a criminal record check for individuals who are hired to comply with Ohio Licensure requirements. A criminal records check will be ordered from the Bureau of Criminal Investigation (BCI) only if an applicant is under final consideration for employment.As an applicant of Compass Direct Services LLP, I understand that a set of fingerprint impressions will be taken for BCI and will also be taken for Federal Bureau of Investigation (FBI) if I have not lived in the state of Ohio for the last 5 consecutive years in order to process the required criminal records check. I understand further that if I am hired by Compass Direct Services LLP, my employment will be conditional pending receipt of the results of the criminal records check. Lastly, I understand that if, while I am employed by Compass Direct Services LLP, I am convicted of an offense that would have precluded my being employed by Compass Direct Services LLP, Compass Direct Services will terminate my employment.  Applicants’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**MOTOR VEHICLE REPORT AUTHORIZATION**

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| The undersigned, as an employee or prospective employee of Compass Direct Services LLP, hereby authorizes Compass Direct Services to obtain a copy of my Motor Vehicle Report. The motor vehicle report will be used to determine driving eligibility of Compass Direct Services clients. I also understand that, as an employee of Compass Direct Services, my Motor Vehicle Report may be reviewed periodically over the course of my employment at the company. I understand that this information is privileged and confidential and agree to its release.Applicants’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**DISCLAIMER AND CERTIFICATION AGREEMENT**

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| I certify that my answers are true and complete to the best of my knowledge. I authorize Compass Direct Services to verify any information I have provided and I further authorize any of the named schools, companies, or persons listed within this application t provide any information about me contained I their records and release them from liability for such disclosure. My signature below hereby authorizes disclosure of information and releases Compass Direct Services LLP, its offices and employees from liability for such disclosures. I understand that Compass Direct Services is an at-will employer, and either party may terminate employment at any time. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Applicants’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CRIMINAL NOTIFICATION STATEMENT**

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|  | **Tier 1 Disqualifying Offenses (Permanent exclusion):** |  | **Tier 2 Disqualifying Offenses (Ten Year exclusion):** |
| 2903.01 | Aggravated Murder | 2903.04 | Involuntary manslaughter |
| 2903.02 | Murder | 2903.041 | Reckless homicide |
| 2903.03 | Voluntary Manslaughter | 2905.04 | Child stealing as it existed prior to July 1, 1996 |
| 2903.11 | Felonious Assault | 2905.05 | Criminal child enticement |
| 2903.15 | Permitting child abuse | 2905.11 | Extortion |
| 2903.16 | Failing to provide for a functionally impaired person | 2907.21 | Compelling prostitution |
| 2903.34 | Patient abuse and neglect | 2907.22 | Promoting prostitution |
| 2903.341 | Patient endangerment | 2907.23 | Enticement or solicitation to patronize a prostitute, procurement of a prostitute for another |
| 2905.01 | Kidnapping | 2909.02 | Aggravated arson |
| 2905.02 | Abduction | 2909.03 | Arson |
| 2905.32 | Human Trafficking | 2911.01 | Aggravated robbery |
| 2905.33 | Unlawful conduct with respect to documents | 2913.46 | Illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits |
| 2907.02 | Rape | 2913.48 | Workers' compensation fraud |
| 2907.03 | Sexual Battery | 2913.49 | Identity fraud |
| 2907.04 | Unlawful sexual conduct with a minor, formerly corruption of a minor | 2917.02 | Aggravated riot |
| 2907.05 | Gross sexual imposition | 2923.01 | Conspiracy when the underlying offense is any of the offenses or violations on this list |
| 2907.06 | Sexual imposition | 2923.02 | Attempt when the underlying offense is any of the offenses or violations on this list |
| 2907.07 | Importuning | 2923.03 | Complicity when the underlying offense is any of the offenses or violations on this list |
| 2907.08 | Voyeurism | 2923.12 | Carrying concealed weapon |
| 2907.12 | Felonious sexual penetration | 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 |
| 2907.31 | Disseminating matter harmful to juveniles | 2923.123 | Illegal conveyance, possession, or control of deadly weapon or dangerous ordnance into courthouse |
| 2907.32 | Pandering obscenity | 2923.13 | Having weapons while under disability) |
| 2907.321 | Pandering obscenity involving a minor | 2923.161 | Improperly discharging a firearm at or into a habitation or school |
| 2907.322 | Pandering sexually oriented matter involving a minor | 2923.162 | Discharge of firearm on or near prohibited premises |
| 2907.323 | Illegal use of minor in nudity-oriented material or performance | 2923.21 | Improperly furnishing firearms to minor |
| 2909.22 | Soliciting/providing support for act of terrorism | 2923.32 | Engaging in pattern of corrupt activity |
| 2909.23 | Making terrorist threat | 2923.42 | Participating in criminal gang |
| 2909.24 | Terrorism | 2925.02 | Corrupting another with drugs |
| 2913.40 | Medicaid fraud | 2925.03 | Trafficking in drugs |
| 2923.01 | Conspiracy when the underlying offense is any of the offenses or violations on this list | 2925.04 | Illegal manufacture of drugs or cultivation of marijuana |
| 2923.02 | Attempt when the underlying offense is any of the offenses or violations on this list | 2925.041 | Illegal assembly or possession of chemicals for the manufacture of drugs |
| 2923.03 | Complicity when the underlying offense is any of the offenses or violations on this list | 3716.11 | Placing harmful objects in food or confection |
|  | 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. |
|  | 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 |  |  |
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| --- | --- | --- | --- |
|  | **Tier 3 Disqualifying Offenses (Seven Year Exclusion):** |  | **Tier 4 Disqualifying Offenses (Five Year Exclusion):** |
| 959.13 | Cruelty to animals | 2903.13 | Assault |
| 959.131 | Prohibitions concerning companion animals | 2903.22 | Menacing |
| 2903.12 | Aggravated assault | 2907.09 | Soliciting after positive human immunodeficiency virus test |
| 2903.21 | Aggravated menacing | 2907.25 | Prostitution |
| 2903.211 | Menacing by stalking | 2907.33 | Deception to obtain matter harmful to juveniles |
| 2905.12 | Coercion | 2911.13 | Breaking and entering |
| 2909.04 | Disrupting public services | 2913.02 | Theft |
| 2911.02 | Robbery | 2913.03 | Unauthorized use of a vehicle |
| 2911.12 | Burglary | 2913.04 | Unauthorized use of property, computer, cable, or telecommunication property |
| 2913.47 | Insurance fraud | 2913.05 | Telecommunications fraud |
| 2917.01 | Inciting to violence | 2913.11 | Passing bad checks |
| 2917.03 | Riot | 2913.21 | Misuse of credit cards |
| 2917.31 | Inducing panic | 2913.31 | Forgery, forging identification cards |
| 2919.22 | Endangering children | 2913.32 | Criminal simulation |
| 2919.25 | Domestic violence | 2913.41 | Defrauding a rental agency or hostelry) |
| 2921.03 | Intimidation | 2913.42 | Tampering with records |
| 2921.11 | Perjury | 2913.43 | Securing writings by deception |
| 2921.13 | Falsification, falsification in theft offense, falsification to purchase firearm, or falsification to obtain a concealed handgun license | 2913.44 | Personating an officer |
| 2921.34 | Escape | 2913.441 | Unlawful display of law enforcement emblem |
| 2921.35 | Aiding escape or resistance to lawful authority | 2913.45 | Defrauding creditors |
| 2921.36 | Illegal conveyance of weapons, drugs, or other prohibited items onto grounds of detention facility or institution | 2913.51 | Receiving stolen property |
| 2923.01 | Conspiracy when the underlying offense is any of the offenses or violations on this list | 2919.12 | Unlawful abortion |
| 2923.02 | Attempt when the underlying offense is any of the offenses or violations on this list | 2919.121 | Unlawful abortion upon minor |
| 2923.03 | Complicity when the underlying offense is any of the offenses or violations on this list | 2919.123 | Unlawful distribution of an abortion-inducing drug |
| 2925.05 | Funding of drug or marijuana trafficking | 2919.23 | Interference with custody |
| 2925.06 | Illegal administration or distribution of anabolic steroids | 2919.24 | Contributing to unruliness or delinquency of child |
| 2925.24 | Tampering with drugs | 2921.12 | Tampering with evidence |
| 2927.12 | Ethnic intimidation | 2921.21 | Compounding a crime |
|  | 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 | 2921.24 | Disclosure of confidential information |
|  |  | 2921.32 | Obstructing justice |
|  |  | 2921.321 | Assaulting/harassing police dog or horse/service animal |
|  |  | 2921.51 | Impersonation of peace officer |
|  |  | 2923.01 | Conspiracy when the underlying offense is any of the offenses or violations on this list |
|  |  | 2923.02 | Attempt when the underlying offense is any of the offenses or violations on this list |
|  |  | 2923.03 | Complicity when the underlying offense is any of the offenses or violations on this list |
|  |  | 2925.09 | Illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug |
|  |  | 2925.11 | Drug possession other than a minor drug possession offense |
|  |  | 2925.13 | Permitting drug abuse |
|  |  | 2925.22 | Deception to obtain dangerous drugs |
|  |  | 2925.23 | Illegal processing of drug documents |
|  |  | 2925.36 | Illegal dispensing of drug samples |
|  |  | 2925.55 | Unlawful purchase of pseudoephedrine product |
|  |  | 2925.56 | Unlawful sale of pseudoephedrine product |
|  |  |  | 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 |

Applicants’ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I certify that I have reviewed the list of criminal codes in Tier 1 through 4 as presented. I also certify that I have **NOT been convicted of or pleaded guilty to any of the crimes listed.**
* I further agree to notify the employer within **14 calendar days** if, while employed by Compass Direct Services, I am ever formally charged with, convicted of, or plead guilty to any of the offenses listed or described in the disqualifying criminal codes. My signature attests that I have been informed that by signing this document my failure to report formal charges, any convictions, or guilty pleas may result in being dismissed from employment with Compass Direct Services LLP.
* I certify that I have been a resident in the state of Ohio for the last 5 years.
* I give Compass Direct Services LLP permission to complete all background checks which may include but not limited to:
* Abuser Registry
* Sex Offender Database
* United States general services administration
* Database of Incarcerated and supervised offenders
* DODD Abuser Registry
* DOH Nurse AD Registry
* References
* Drug/Alcohol Testing
* Ohio BMV
* BCI
* FBI (if applicable)

**If your name appears negatively on any of the above 1-7, our agency is prohibited from hire; therefore, we will not employ nor continue to employ if an applicant’s or employee’s name appears on any of the above databases.**

**Please check each circle, if you have read and understand the information provided.**

Applicants’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_