



**UCP of Greater Cleveland**

10011 Euclid Avenue

Cleveland, OH 44106

## Employment Application

### A. Personal Information

LAST NAME	FIRST	MIDDLE	HOME PHONE (       )
ADDRESS/P.O. BOX		APT, UP/DOWN, FRONT/REAR	CELL PHONE (       )
CITY	STATE	ZIPCODE	EMAIL ADDRESS

### B. Employment Objective

POSITION (S) DESIRED  1.  2.  3.	SALARY REQUIREMENT  <hr/> TYPE OF EMPLOYMENT DESIRED <input type="checkbox"/> FULL TIME  <input type="checkbox"/> PART TIME
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### C. Employment History

Accurately list your previous employment beginning with the most recent employer first. Include military service. Applications without complete information will not be considered.

COMPANY	DATES OF EMPLOYMENT		ENDING RATE OF PAY
	FROM:	TO:	
ADDRESS/P.O. BOX	CITY	STATE	ZIPCODE
		PHONE (       )	
NAME AND TITLE OF SUPERVISOR		REASON FOR LEAVING	
JOB TITLE			
DESCRIPTION OF DUTIES			
COMPANY	DATES OF EMPLOYMENT		ENDING RATE OF PAY
	FROM:	TO:	
ADDRESS/P.O. BOX	CITY	STATE	ZIPCODE
		PHONE (       )	
NAME AND TITLE OF SUPERVISOR		REASON FOR LEAVING	
JOB TITLE			
COMPANY	DATES OF EMPLOYMENT		ENDING RATE OF PAY
	FROM:	TO:	

ADDRESS/P.O. BOX	CITY	STATE	ZIPCODE	PHONE (      )
NAME AND TITLE OF SUPERVISOR		REASON FOR LEAVING		
JOB TITLE				
DESCRIPTION OF DUTIES				
COMPANY		DATES OF EMPLOYMENT FROM:                      TO:		ENDING RATE OF PAY
ADDRESS/P.O. BOX	CITY	STATE	ZIPCODE	PHONE (      )
NAME AND TITLE OF SUPERVISOR		REASON FOR LEAVING		
JOB TITLE				
DESCRIPTION OF DUTIES				

#### D. Education

HIGH SCHOOL		DID YOU GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, DID YOU OBTAIN YOUR G.E.D. <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY	STATE	HIGHEST YEAR COMPLETED <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
COLLEGE NAME		DID YOU GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE
CITY	STATE	HIGHEST YEAR COMPLETED <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	MAJOR
GRADUATE COLLEGE OR OTHER (TRADE, ETC.) NAME		DID YOU GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE
CITY	STATE	HIGHEST YEAR COMPLETED <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	MAJOR
LICENSES	TYPE	STATE ISSUED	DATE EXPIRES

#### E. Professional References (Please provide three)

NAME	PHONE (      )	RELATIONSHIP
NAME	PHONE (      )	RELATIONSHIP
NAME	PHONE (      )	RELATIONSHIP

**F. General Information**

Are you eighteen (18) years of age or older? If not at least 21 years of age, can only be considered for non-driving positions due to restrictions on transporting clients with disabilities.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you lived in Ohio continuously for the last five (5) years? <b>(Proof will be required upon hire)</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have a valid Ohio driver's license?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you currently have two (2) or more moving violations on your driving record? (stop sign, traffic light, speeding, at-fault accident)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have reliable transportation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you able to lift at least fifty (50) pounds safely?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you able to get down on your knees to perform CPR?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If applicable for the position for which you are applying, are you available to work mornings, evenings, nights, split shifts, and/or weekends?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If no, please explain:		
Have you ever been convicted of a criminal misdemeanor or felony? <b>(Include sealed and expunged)</b> <i>(Criminal convictions are not always a bar to employment. However, UCP of Greater Cleveland complies fully with the guidelines of the Ohio Revised Code defining those crimes that bar employment.)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please provide details:		
Have you ever applied for a position or been employed by UCP of Greater Cleveland?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, what position and approximate date of application or employment:		
POSITION	DATES OF EMPLOYMENT/APPLICATION	
	FROM:	TO:
POSITION	DATES OF EMPLOYMENT/APPLICATION	
	FROM:	TO:

**G. Certification and agreement**

**Submitting this application online or by mail:** If invited for an interview, the applicant will be requested to sign a statement certifying the accuracy of the information provided on this application as well as a statement outlining UCP of Greater Cleveland's application and employment policies. The applicant will also be asked to authorize the release of necessary information from past employment, criminal history and information from other consumer reporting agencies. Applications will remain active for three (3) months from the date of submission.

**Email:** [humanresources@ucpcleveland.org](mailto:humanresources@ucpcleveland.org)

**Mail:** UCP of Greater Cleveland  
10011 Euclid Avenue  
Cleveland, OH 44106  
Attn: Human Resources

*"It is the policy of UCP of Greater Cleveland to provide equal opportunity employment to all employees and applicants for employment. No person shall be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, genetic information, or any other characteristic protected by applicable federal or state law. UCP of Greater Cleveland will provide reasonable accommodations for qualified individuals with disabilities."*

UCP of Greater Cleveland

**APPLICANT'S STATEMENT**

*Please read carefully before signing.*

I certify that all of the information I have provided as part of my application for employment is true, accurate, and complete. I understand that any falsification, misrepresentation, or willful omission of facts shall be sufficient cause for the disqualification of this application or the termination of my employment. I understand that this application and the related records become the property of United Cerebral Palsy, which reserves the right to accept or reject my application. I further agree to observe all rules, regulations, and policies of United Cerebral Palsy now in force and effect or as they may change during my employment if I am employed by United Cerebral Palsy. I further understand and acknowledge that my employment is on an at-will basis and can be terminated with or without notice.

I hereby authorize a thorough investigation of my past employment and related activities. I agree to cooperate in such an investigation and release from all liability or responsibility all persons, agencies, educational organizations, corporations requesting or supplying such information. Such inquiries may relate to my work history, personal references, police record, motor vehicle record, global terrorist watch list and anything else which is likely to determine my acceptability for employment. I also agree to participate in an Ohio Bureau of Criminal Identification and Investigation (BCI) fingerprint criminal history check and in a Federal Bureau of Investigation (FBI) fingerprint criminal history check and understand that my employment may be terminated based on any revealed criminal history. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event I am hired and I understand that any offer of employment is contingent upon successful completion of a pre-employment drug and alcohol test and may include TB testing and a physical. I understand that a photograph will be taken for the personnel database. Any offer of employment is also contingent on timely producing all required Federal, State, County and Agency documentation.

I acknowledge that I understand this agreement and have signed it voluntarily and of my own free will.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

UCP of Greater Cleveland

**APPLICANT'S DISCLOSURE STATEMENT**

United Cerebral Palsy of Greater Cleveland uses information gathered from outside agencies to make employment decisions. Information may be gathered from the Ohio Bureau of Criminal Identification & Investigation, the Ohio Bureau of Motor Vehicles, and other organizations that issue consumer reports.

If an adverse hiring decision is made as a result of any consumer report or employment is terminated because of it, the person will be given a copy of the report.

A rejected applicant or terminated employee who disputes the accuracy of the report has the following rights:

1. He or she will be given the name, address, and telephone number of the consumer reporting agency that provided the report;
2. He or she will be told that the consumer reporting agency did not make the employment decision and is not able to explain why it was made;
3. He or she is entitled to obtain from the consumer reporting agency a free disclosure or the contents of his or her file from the consumer reporting agency if requested within 60 days; and,
4. He or she may dispute the accuracy or completeness of the information provided by the consumer reporting agency.

This disclosure statement is intended to meet the requirements of the Fair Credit Reporting Act (FCRA).

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

## CRIMINAL BACKGROUND CHECKS:

UNITED CEREBRAL PALSY ASSOCIATION OF GREATER CLEVELAND, INC. (UCP) does a complete background check on every employee hired. Fingerprints are sent to the Bureau of Criminal Investigation and Identification (BCII), and the FBI if necessary.

We advise all employees before hiring that UCP will not employ anyone who has a felony in criminal activities such as drugs, sex, abuse and murder. There are other offenses that may also exclude employment at the discretion of management. The Ohio Department of Developmental Disabilities and the Cuyahoga County Board of Developmental Disabilities require that we are obligated to a more stringent standard with background checks. Because of this, while you are employed with UCP, it is your obligation and responsibility to inform the Human Resources Director, in writing, if you are formally charged with, convicted of, plead guilty to a felony or misdemeanor. You **must** make this report in writing as soon as possible, but no later than **fourteen (14)** calendar days of the **charge** and again when there is an **outcome**. Failure to follow this process will be cause for dismissal.

Ohio law prohibits County Boards of Developmental Disabilities and private providers from hiring persons who have been convicted of or plead guilty to the following offenses:

### Tier 1 - Never

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

### Tier 2 - 10 Yr (since fully discharged from imprisonment, probation, and parole)

2903.04 (involuntary manslaughter);	2913.46 (illegal used of food stamps or women, infants, and children program benefits);
2903.041 (reckless homicide);	2913.48 (workers' compensation fraud);
2905.04 (child stealing as it existed prior to July 1, 1996);	2913.49 (identity fraud);
2905.05 (criminal child enticement);	2917.02 (aggravated riot);
2905.11 (extortion);	2921.36 (illegal conveyance of weapons, drugs, or other prohibited items onto grounds of detention facility or institution);
2907.21 (compelling prostitution);	
2907.22 (promoting prostitution);	2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in this section of this rule;
2907.23 (procuring);	
2909.02 (aggravated arson);	
2909.03 (arson);	
2911.01 (aggravated robbery);	
2911.11 (aggravated burglary);	
2923.12 (carrying concealed weapon);	
2923.122 (illegal conveyance or possession of deadly weapon or dangerous ordnance);	
2923.123 (illegal conveyance of deadly weapon into courthouse);	
2923.13 (having weapons while under disability);	
2923.161 (improperly discharging a firearm at or into a habitation or school);	
2923.162 (discharge of firearm on or near prohibited premises);	
2923.21 (improperly furnishing firearms to minor);	
2923.32 (engaging in pattern of corrupt activity);	

Initial

Date

**See reverse side or second page for additional offenses**

**Tier 2 - 10 Yr** (since fully discharged from imprisonment, probation, and parole)

2923.42 (participating in criminal gang);  
2925.02 (corrupting another with drugs);  
2925.03 (trafficking in drugs);

2925.04 (illegal manufacture of drugs or cultivation of marijuana);  
2925.041 (illegal assembly);  
3716.11 (placing harmful objects in food or confection);

**Tier 3 - 7 Yr** (since fully discharged from imprisonment, probation, and parole)

959.13 (cruelty to animals);  
959.131 (prohibitions concerning companion animals);  
2903.12 (aggravated assault);  
2903.21 (aggravated menacing);  
2903.211 (menacing by stalking);  
2905.12 (coercion);  
2909.04 (disrupting public services);  
2911.02 (robbery);  
2911.12 (burglary);  
2913.47 (insurance fraud);  
2917.01 (inciting to violence);  
2917.03 (riot);  
2917.31 (inducing panic);  
2919.22 (endangering children);  
2919.25 (domestic violence);

2921.03 (intimidation);  
2921.11 (perjury);  
2921.13 (falsification in theft offense to purchase firearm);  
2921.34 (escape);  
2921.35 (aiding escape or resistance to lawful authority);  
2925.05 (funding of drug or marijuana trafficking);  
2925.06 (illegal administration or distribution of anabolic steroids);  
2925.24 (tampering with drugs);  
2927.12 (ethnic intimidation);

2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in this section of this rule

**Tier 4 - 5 Yr** (since fully discharged from imprisonment, probation, and parole)

2903.13 (assault);  
2903.22 (menacing);  
2907.09 (public indecency);  
2907.24 (soliciting after positive human immunodeficiency virus test);  
2907.25 (prostitution);  
2907.33 (deception to obtain matter harmless to juveniles);  
2911.13 (breaking and entering);  
2913.02 (theft);  
2913.03 (unauthorized use of a vehicle);  
2913.04 (unauthorized use of property, computer, cable, or telecommunication property);  
2913.05 (telecommunications fraud);  
2913.11 (passing bad checks);  
2913.21 (misuse of credit cards);  
2913.31 (forging identification cards);  
2913.32 (criminal simulation);  
2913.41 (defrauding a rental agency or hostelry);  
2913.42 (tampering with records);  
2913.43 (securing writings by deception);  
2913.44 (personating an officer);  
2913.441 (unlawful display of law enforcement emblem);  
2913.45 (defrauding creditors);  
2913.51 (receiving stolen property);

2919.12 (unlawful abortion);  
2919.121 (unlawful abortion upon minor);  
2919.123 (unlawful distribution of an abortion-inducing drug);  
2919.23 (interference with custody);  
2919.24 (contributing to unruliness or delinquency of child);  
2921.12 (tampering with evidence);  
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);  
2925.09 (unapproved drugs);  
2925.11 (possession of drugs);  
2925.13 (permitting drug abuse);  
2925.22 (deception to obtain dangerous drugs);  
2925.23 (illegal processing of drug documents);  
2925.36 (tampering with drugs);  
2925.55 (unlawful purchase of pseudoephedrine product);  
2925.56 (unlawful sale of pseudoephedrine product);

2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in this section of this rule

**Potential Additional Disqualifying Offenses:**

- A felony contained in the Revised Code that is not listed above, if the felony bears a direct and substantial relationship to the duties and responsibilities of the position being filled.
- Any offense contained in the Ohio Revised Code constituting a misdemeanor of the first degree on the first offense and a felony on a subsequent offense, if the offense bears a direct and substantial relationship to the position being filled and the nature of the services being provided.
- 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 listed above.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_ Date \_\_\_\_\_