

**BENJAMIN ROSE**  
**ADDENDUM TO EMPLOYMENT APPLICATION**

TO ALL APPLICANTS: PLEASE ALSO COMPLETE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION FOR EMPLOYMENT.

Check One

Have you ever been convicted of a crime? Yes  No

- If you checked yes, how long ago did the conviction occur?

\_\_\_\_\_

- Please provide further details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**NOTE TO APPLICANTS FOR A COMMUNITY SERVICES POSITION:**

In addition to fingerprinting all those selected for employment for the purpose of a Statewide Criminal Background Check, Benjamin Rose also conducts a Pre-employment criminal records background check in the county where you reside for all applicants for positions in Community Services. Therefore, please complete the top half of the AUTHORIZATION FOR BACKGROUND INVESTIGATION AND RELEASE FORM.

ALSO, PLEASE ANSWER THE FOLLOWING QUESTIONS IF YOU ARE APPLYING FOR A DIRECT SERVICE POSITION.

1. Do you have a car available for work? \_\_\_\_\_
2. Do you have car insurance that meets the requirements of Ohio's Financial Responsibility Law? \_\_\_\_\_
3. Do you have a valid Ohio Driver's license? \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

# AUTHORIZATION FOR BACKGROUND INVESTIGATION AND RELEASE

I authorize **Benjamin Rose** and any investigating agency (such as The Pre-Check Company herein call "Pre-Check") to perform a criminal records background check in connection with my application for employment. Undersigned applicant forever releases and discharges **Benjamin Rose**, Pre-Check and their respective offices, employees, agents and independent contractors from any claims, damages, losses, liabilities, cost and expenses related to gathering and reporting information pursuant to this release and from any charge or complaint filed with any agency related to obtaining and/or reporting any information pursuant to this release.

The undersigned applicant is providing the following information that will be useful to obtain the necessary public records from federal, state or local criminal justice agencies.

## PLEASE PRINT

<b>NAME:</b>	<b>PHONE:</b>
<b>FORMER NAME:</b>	<b>SSN:</b>
<b>CURRENT ADDRESS:</b>	<b>PREVIOUS ADDRESS:</b>
<b>CITY:</b>	<b>CITY:</b>
<b>STATE:</b> <b>ZIP:</b>	<b>STATE:</b> <b>ZIP:</b>
<b>COUNTY:</b>	<b>COUNTY:</b>
<b>RESIDED THERE:</b> <b>YEARS:</b> <b>MONTHS:</b>	<b>RESIDED THERE:</b> <b>YEARS:</b> <b>MONTHS:</b>
<b>DRIVERS LICENSE #:</b> <b>STATE:</b>	<b>STATE ID #:</b> <b>STATE:</b>
<b>DATE OF BIRTH:</b>	
I certify that the information I have provided is true and complete, and I understand that if I am employed, false or incomplete statements of material fact on this authorization shall be sufficient cause for dismissal.	

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**FROM:**                      **BENJAMIN ROSE**  
**SENDER:**                **HUMAN RESOURCES**  
**PHONE:**                      \_\_\_\_\_  
**FAX:**                        \_\_\_\_\_  
**ACCOUNT #:**                \_\_\_\_\_

**TO:**                         **THE PRE-CHECK COMPANY**  
**ATTENTION:**            **OPERATIONS DEPT.**  
**PHONE:**                      216-226-7700  
**FAX:**                        216-226-0777  
**LOCATION:**                **LAKWOOD, OH**

CUSTOMER REQUEST	PRE-CHECK RESPONSE
<p>_____ <b>Single County Criminal Search</b></p> <p>_____ <b>Other</b> _____</p> <p><b>Notes:</b> _____</p>	<p><b>Date</b> _____      <b>Initial</b> _____</p> <p><b>Felonies:</b> _____</p> <p><b>Misdemeanors:</b> _____</p> <p><b>Researcher:</b> _____</p> <p><b>Applicant #:</b> _____</p>

BENJAMIN ROSE

INFORMATION TO APPLICANTS FOR EMPLOYMENT

State law requires fingerprinting and a Criminal Background Check of each applicant who is selected for employment in a direct service position. State law prevents us from employing any such applicant who has been convicted of or has pleaded guilty to a wide variety of criminal offenses, including patient abuse or neglect, repeated offenses of any other type of violence, sexually oriented offenses – and also many other specified offenses (except that if the applicant meets the Personal Character Standards defined by law, the employer may, nevertheless, consider employing an individual who has committed the other specified offenses).

Under this State law, we are permitted to hire new direct service employees on a conditional basis only, pending the results of the Criminal background Check.

ADDITIONALLY, BENJAMIN ROSE POLICY REQUIRES A CRIMINAL BACKGROUND CHECK OF ALL OTHER APPLICANTS SELECTED FOR EMPLOYMENT. Employment will be conditional pending the results of the Criminal Background Check. If this background check reveals that an individual has been convicted of or has pleaded guilty to an offense that is relevant to the position for which he or she was hired (including an act of violence indicating a potential for danger to the workforce), then his/her employment will be terminated immediately – unless evidence of a lengthy period of rehabilitation is presented and such evidence is satisfactory to the President and the Vice Presidents of Benjamin Rose. (The relevance of an offense to a specific position will be determined by the Vice President for that area.)

Please sign the statement below to specify that you have reviewed this information.

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I have carefully reviewed the Information to Applicants for Employment, and I understand that if I am hired for a position my initial period of employment will be on a conditional basis only pending the results of a Criminal Background Check.

Applicant’s Name: \_\_\_\_\_  
(Please Print)

Applicant’s Signature: \_\_\_\_\_

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

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STATEMENT REGARDING RESIDENCE

- Yes, I have been a resident of Ohio for the past 5 years.
- No, I have not been a continuous resident of Ohio for the past 5 years.

**Benjamin Rose**

850 Euclid Avenue Suite 1100 Cleveland, Ohio 44114 216-621-7201

Community/ In-Home Services 2373 Euclid Heights Boulevard Cleveland Heights, Ohio 44106 216-791-8000

**PRE-EMPLOYMENT REFERENCE CHECK**

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

Name: \_\_\_\_\_ SSN: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I hereby give permission for the employer listed below to release employment information requested by Benjamin Rose, a potential employer.

\_\_\_\_\_

Signature

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Company: \_\_\_\_\_

Contact Name / Title: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

To: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Position Held: \_\_\_\_\_

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# BENJAMIN ROSE

## SUPPLEMENT TO APPLICATION FOR EMPLOYMENT

To comply with Federal Government requirements, we collect statistics on the diversity of our applicants. We welcome this opportunity to inform you that we are a culturally diverse organization that encourages all interested applicants to apply for any positions for which they are qualified.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Please return this page with your application.

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

Position Applied For: \_\_\_\_\_

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Please check one of the descriptions below corresponding to the ethnic groups with which you most identify.

\_\_\_\_\_ **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment

\_\_\_\_\_ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia Pakistan, the Philippine Islands, Thailand, and Vietnam

\_\_\_\_\_ **Black or African American** – A person having origins in any of the Black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

\_\_\_\_\_ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

\_\_\_\_\_ **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

\_\_\_\_\_ **Hispanic or Latino (All Races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ **Hispanic or Latino (White race only)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

\_\_\_\_\_ **Hispanic or Latino (all other races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

\_\_\_\_\_ **Race missing or unknown** – Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Check if any of the following are applicable:

\_\_\_\_\_ Vietnam Era Veteran

\_\_\_\_\_ Special Disabled Veteran

Please identify where you learned about an employment opportunity with Benjamin Rose.

\_\_\_\_\_ Newspaper Ad

\_\_\_\_\_ Friend

\_\_\_\_\_ Job Fair

\_\_\_\_\_ Employee Referral

\_\_\_\_\_ Benjamin Rose Website

\_\_\_\_\_ Walk-In

\_\_\_\_\_ Relative

\_\_\_\_\_ School/College Placement

\_\_\_\_\_ Internet

\_\_\_\_\_ Other \_\_\_\_\_

### Our Policy on Cultural Diversity

Benjamin Rose actively seeks to hire culturally diverse staff at all levels in order to effectively serve our diverse client population and thereby fulfill our Mission. Benjamin Rose also actively strives to educate our diverse staff to understand the cultural heritage of the various ethnic and minority groups so staff will acquire the sensitivity that consistently demonstrates respect for their cultural background. Benjamin Rose affirms that the heritage and rich variety of so many diverse cultures enhances both the social environment of our community and our own working environment.