



APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

at the **LOCATIONS** checked below:

Whitehouse Pemberville Lima Middletown

Last Name		Maiden/Previous Name	First Name		Middle Initial
Permanent Address			Primary Phone Number		
City			Alternate Phone Number		
State	Zip Code	Social Security Number		E-Mail Address	
Local Address (if different from above)			City	State	Zip Code

Reference Type	Reference Name	Address	Telephone No.	Years Known
Professional Reference				
Professional Reference				
Personal Reference				

- Position(s) Applied For: Direct Support Professional Other. Please list: _____
- Circle the shifts you will accept: 1st Shift 2nd Shift 3rd Shift Weekends
- What days of the week are you currently able to work? Circle: M T W R F Sa Su
- What is the earliest date you can begin work? _____ Wage Expected: \$ _____ per Hour
- Where did you hear about job openings at Bittersweet, Inc.? Referred by current employee named _____
 Bittersweet website Other. Please list here: _____
- Have you previously worked at Bittersweet? Yes No
If yes, when? _____ Job Title: _____
- Are you related by blood or marriage to any person now working for Bittersweet, Inc.? Yes No
If yes, give name _____ and relationship to you: _____
- Are you eligible to work in the U.S.? Yes No
- Have you lived in Ohio for the most recent five consecutive years? Yes No

Education	Name and Location	Attended (Mo/Yr) From: To:	Grad.? Y / N	S / Qtr Hours	Major / Minor Course Work	Type of Degree
High School						
College(s) University(ies)						
Graduate or Professional						
Other educational, vocational, internship, etc.						

- Check the following skills, experiences and certifications that you have:**
- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Horticulture | <input type="checkbox"/> Art | <input type="checkbox"/> Sign Language |
| <input type="checkbox"/> Farming | <input type="checkbox"/> Delegated Nursing | <input type="checkbox"/> CPR (expire date) _____ |
| <input type="checkbox"/> Woodshop | <input type="checkbox"/> Behavior Intervention Training | <input type="checkbox"/> First Aid (expire date) _____ |
| | | <input type="checkbox"/> Water Safety (expire date) _____ |

Please list any seminars, courses, other certifications, etc. that you feel are relevant:

Work History – Include volunteer experience. Use additional sheets if necessary.

Current or Most Recent Employer		Address		
Supervisor's Name		Telephone No.		May we contact employer? ___ Yes ___ No
Job Title	Start Date (Mo/Yr)	End Date (Mo/Yr)	Starting Salary \$ per	Ending or Current Salary \$ per
List major duties in order of their importance in the job:				
Reason for leaving:				

Employer		Address		
Supervisor's Name		Telephone No.		May we contact employer? ___ Yes ___ No
Job Title	Start Date (Mo/Yr)	End Date (Mo/Yr)	Starting Salary \$ per	Ending or Current Salary \$ per
List major duties in order of their importance in the job:				
Reason for leaving:				

Employer		Address		
Supervisor's Name		Telephone No.		May we contact employer? ___ Yes ___ No
Job Title	Start Date (Mo/Yr)	End Date (Mo/Yr)	Starting Salary \$ per	Ending or Current Salary \$ per
List major duties in order of their importance in the job:				
Reason for leaving:				

Explain any gaps in work history:

Please write a paragraph stating your short and long term goals:

1. Do you have any criminal charges pending? ___ Yes ___ No
2. Have you ever plead guilty or "no contest" to a crime, or been convicted of a crime (felony or misdemeanor)?
___ Yes ___ No

**List of Violations of the Ohio Administrative Code 5123:2-2-02
for consideration of employment with Bittersweet, Inc.**

If you have been convicted of any of the offenses listed below, consideration for employment *may* be compromised.

A conviction does not mean that you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.

959.13	(cruelty to animals)	2911.02	(robbery)	2909.02	(aggravated arson)
959.131	(prohibitions concerning companion animals)	2911.11	(aggravated burglary)	2909.03	(arson)
2903.01	(aggravated murder)	2911.12	(burglary)	2909.04	(disrupting public services)
2903.02	(murder)	2911.13	(breaking and entering)	2909.22	(soliciting/providing support for act of terrorism)
2903.03	(voluntary manslaughter)	2913.02	(theft)	2909.23	(making terrorist threat)
2903.04	(involuntary manslaughter)	2913.03	(unauthorized use of a vehicle)	2909.24	(terrorism)
2903.041	(reckless homicide)	2913.04	(unauthorized use of property, computer, cable, or telecommunication property)	2911.01	(aggravated robbery)
2903.11	(felonious assault)	2913.05	(telecommunications fraud)	2921.321	(assaulting/harrassing police dog or horse/service animal)
2903.12	(aggravated assault)	2913.11	(passing bad checks)	2921.34	(escape)
2903.13	(assault)	2913.21	(misuse of credit cards)	2921.36	(illegal conveyance of weapons, drugs, or other prohibited items onto grounds of detention facility or institution)
2903.15	(permitting child abuse)	2913.31	(forgery, forging identification cards)	2921.51	(impersonation of peace officer)
2903.16	(failing to provide for a functionally impaired person)	2913.32	(criminal simulation)	2923.01	(conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described herein.
2903.21	(aggravated menacing)	2913.40	(Medicaid fraud)		
2903.211	(menacing by stalking)	2913.41	(defrauding a rental agency or hostelry)	2923.12	(carrying a concealed weapon)
2903.22	(menacing)	2913.42	(tampering with records)		(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)
2903.34	(patient abuse and neglect)	2913.43	(securing writings by deception)	2923.122	
2903.341	(patient endangerment)	2913.44	(personating an officer)		
2905.01	(kidnapping)	2913.441	(unlawful display of law enforcement emblem)		
2905.02	(abduction)	2913.45	(defrauding creditors)	2923.123	(illegal conveyance, possession, or control of a deadly weapon or dangerous ordnance into courthouse)
2905.04	(child stealing) as it existed prior to July 1, 1996	2913.46	(illegal use of supplemental nutrition assistance program or women, infants, and children program benefits)		
2905.05	(criminal child enticement)				
2905.11	(extortion)				
2905.12	(coersion)	2913.47	(insurance fraud)	2923.13	(having weapons while under disability)
2905.32	(human trafficking)	2913.48	(workers' compensation fraud)	2923.161	(improperly discharging a firearm at or into a habitation or school)
2905.33	(unlawful conduct with respect to documents)	2913.49	(identity fraud)	2923.162	(discharge of firearm on or near prohibited premises)
2907.02	(rape)	2913.51	(receiving stolen property)	2923.21	(improperly furnishing firearms to minor)
2907.03	(sexual battery)	2917.01	(inciting to violence)	2923.32	(engaging in pattern of corrupt activity)
2907.04	(unlawful sexual conduct with a minor; formerly corruption of a minor)	2917.02	(aggravated riot)	2923.42	(participating in criminal gang)
2907.05	(gross sexual imposition)	2917.03	(riot)	2925.02	(corrupting another with drugs)
2907.06	(sexual imposition)	2917.31	(inducing panic)	2925.03	(trafficking in drugs)
2907.07	(importuning)	2919.12	(unlawful abortion)	2925.04	(illegal manufacture of drugs or cultivation of marijuana)
2907.08	(voyeurism)	2919.121	(unlawful abortion upon a minor)	2925.041	(illegal assembly or possession of chemicals for the manufacture of drugs)
2907.09	(public indecency)	2919.123	(unlawful distribution of an abortion-inducing drug)	2925.05	(funding of drug or marijuana trafficking)
2907.12	(felonious sexual penetration)	2919.22	(endangering children)	2925.06	(illegal administration or distribution of anabolic steroids)
2907.21	(compelling prostitution)	2919.23	(interference with custody)	2925.09	(illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug)
2907.22	(promoting prostitution)	2919.24	(contributing to unruliness or delinquency of a child)		
2907.23	(enticement or solicitation to patronize a prostitute, procurement of a prostitute for another)	2919.25	(domestic violence)		
2907.24	(soliciting after positive human immunodeficiency virus test)	2921.03	(intimidation)	2925.11	(drug possession other than a minor drug possession offense)
2907.25	(prostitution)	2921.11	(perjury)	2925.13	(permitting drug abuse)
2907.31	(disseminating matter harmful to juveniles)	2921.12	(tampering with evidence)	2925.22	(deception to obtain dangerous drugs)
2907.32	(pandering obscenity)	2921.13	(falsification, falsification in theft offense, falsification to purchase firearm, or	2925.23	(illegal processing of drug documents)

			falsification to obtain a concealed handgun license)		
2907.321	(pandering obscenity involving a minor)	2921.21	(compounding a crime)	2925.24	(tampering with drugs)
2907.322	(pandering sexually oriented matter involving a minor)	2921.24	(disclosure of confidential information)	2925.36	(illegal dispensing of drug samples)
2907.323	(illegal use of a minor in nudity-oriented material or performance)	2921.32	(obstructing justice)	2925.55	(unlawful purchase of pseudoephedrine product)
2925.56	(unlawful sale of pseudoephedrine product)	2927.12	(ethnic intimidation)	3716.11	(placing harmful objects in food or confection)

2923.01-03 xxxi 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); or

2923.01-03 xxxii A violation of 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 described herein.

Home Address Going Back 7 Years: Please list your previous mailing address(es) below, going back for a period of 7 years.

FROM Mo/Year	TO Mo/Year	Address	City	State	Zip Code

Bittersweet, Inc. Disclosure of Abuse and Criminal Record

OHIO LAW AND/OR THE PRACTICE OF BITTERSWEET, INC. REQUIRES DISCLOSURE OF ABUSE AND CRIMINAL BACKGROUND INFORMATION OF APPLICANTS applying for employment in accordance with the Ohio Administrative Code (OAC) 5123:2-2-02. Prior to employing a person, Bittersweet, Inc. requires the applicant to indicate that he/she has NOT been charged with, convicted of, or pleaded guilty to any of the offenses and/or violations of the Ohio Revised Code. Once employed by Bittersweet, Inc. the employee is required to inform the Human Resources Director within fourteen (14) days of being charged with, convicted of, or pleading guilty to any of the offenses and/or violations of the Ohio Administrative Code. Failure to disclose this information may result in dismissal from employment.

I further understand that I am required to notify the Human Resource Director within fourteen (14) days if at any time during the application process and future employment with Bittersweet, Inc. I am charged with, convicted of, or plead guilty to any of the offenses on the attached list of violations of the Ohio Administrative Code.

I have read the offences found on the above list of violations of the Ohio Revised Code. **I have not been charged with, convicted of or plead guilty to any of the referenced offenses.**

→ Signed _____ Date _____

I certify that, to the best of my knowledge, the information I have provided is true, accurate and complete. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I further understand that termination of employment shall be mandatory if fraudulent disclosures are given in attempt to meet position qualifications. I acknowledge that I have been given adequate opportunity to disclose disabilities that may require special accommodation and that if I have elected not to reveal these needs in writing that I will hold harmless Bittersweet, Inc. from any personnel actions that it would typically employ under usual and normal circumstances. I agree to submit to and authorize Bittersweet, Inc. to conduct verification checks of my criminal background, personal and professional references, credit history, Bureau of Motor Vehicle Records, and searches of other public and private records as Bittersweet, Inc. deems necessary to secure information regarding me as an applicant for the position I am seeking. I understand I may be asked to undergo pre-employment and random drug testing as a term of employment. In addition, I understand the Company reserves the right to recheck any record at any time during my employment.

I understand that Bittersweet, Inc. is a discrimination and harassment free environment as well as an Equal Opportunity Employer.

I further understand that if I am hired, employment is not offered for any definite period, regardless of the period of payment of wages. I also understand that I have the right to terminate my employment at any time with or without notice and that the Company has the same right.

→ Signed _____ Date _____

Email Application to: humanresources@bittersweetfarms.org

FAX to: 419-875-5593

Deliver or Mail to: Bittersweet, Inc., 12660 Archbold-Whitehouse Road, Whitehouse, OH 43571