

EMPLOYMENT APPLICATION



It is the policy of Recreation Unlimited Foundation and Recreation Unlimited Farm and Fun (Recreation Unlimited) to provide equal opportunity for employment to all individuals regardless of race, color, religion, ancestry, creed, gender, national origin, veteran status, age and/or disability. Such action includes, but is not limited to, recruitment, hiring, job assignment, reclassification, transfer, promotion, discipline, compensation, benefit, professional opportunities and all other terms and conditions of employment. As an employer, Recreation Unlimited has pledged to pursue this policy. Likewise, Recreation Unlimited requires all of its employees to comply with this policy in every respect.

All applicants are considered for employment and/or promotion based on their education, training, experience, skill and aptitude.

Mailing Address:

7700 Piper Road
Ashley, OH 43003-9441
e-mail: info@recreationunlimited.org

Telephone Numbers:

Direct: 740-548-7006
FAX (Foundation): 740-747-2640
FAX (Program/Business): 740-747-3139

General Administrative Office Hours

Weekdays (excluding holidays)
8:30 a.m. to 5:00 p.m. (EST)

For the following sections, please check the appropriate box and type or print in the relevant information using blue or black ink:

Date of completing this application: _____ Birth date (if under the age of 18) _____

I am seeking: Full-time employment Part-time employment Seasonal employment

Your full name:(First) _____ (Middle) _____ (Last) _____

Temporary/College Mailing Address (if any): _____

City: _____ State: _____ Zip: _____ Telephone number: (_____) _____

Permanent/Home Mailing Address _____

City: _____ State: _____ Zip: _____ Telephone number: (_____) _____

Social Security Number _____ - _____ - _____ Email address _____

The position(s) you are applying for: _____

When are you available for a personal or telephone interview? _____

When would you be available to begin employment service? _____

Have you ever worked with people who have physical or developmental disability? If yes, provide a brief narrative in the space provided.

Yes No _____

Have you been employed by us before? If yes, provide a brief narrative in the space provided.

Yes No _____

Are you lawfully able to work in the United States? If no, please provide a brief narrative in the space provided.

Yes No _____

Are or were you in the Armed Forces? If yes, please provide branch, date of service, and any job related skills.

Yes No _____

Please complete the following education information:

Check box for final year of high school completed:	9	10	11	12	Name and location of high school you graduated from:			
Name and location of college, business or trade school:	Major		Minor		Credit Hours Semester/Quarter		Degree Received	
College								
College								
Graduate School								
Other								

Are you able to use American Sign Language or Signed English? If yes, provide a brief narrative in the space provided.

Yes No _____

Have you completed any recognized first aid, CPR, lifeguard or related training? If yes, please list and indicate expiration date of certification.

Yes No _____

1.	Employer	Dates Employed		Job Title	Supervisor
		From	To		
	Address		Work Performed		
	Telephone Number(s)	Reason for Leaving	Hourly Rate/Salary	Starting	Final
2.	Employer	Dates Employed		Job Title	Supervisor
		From	To		
		Address		Work Performed	
	Telephone Number(s)	Reason for Leaving	Hourly Rate/Salary	Starting	Final

Are there any other special skills or expertise you may care to inform us of? If you are a student, please provide us insight on you career aspirations.

Describe your recreation and leisure interests: _____

Please list below the name, address and telephone numbers of three (3) individuals, other than relatives, whom we may contact for a professional or personal recommendation:

Name	Address	City	State	Zip Code	Phone & Area Code
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In the event of your employment with us, whom may we contact for emergency purposes:

Name	Address	City	State	Zip Code	Phone & Area Code
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Do you have a valid driver's license, a good driving record, and proof of auto insurance? If no, please provide a brief narrative in the space provided.

Yes No _____

What state has issued your driver's license or identification number and when does it expire? _____

Have you been convicted of any criminal offense or felony? If yes, please provide a brief narrative in the space provided.

Yes No _____

Per Ohio Revised Code 5126.281, you will be required to obtain a background check. (See Consumer Reports Disclosure)

Have you been known by any other name(s) than shown on this document. If yes, please provide a brief narrative in the space provided:

Yes No _____

LIMITATION ON TIME FOR EMPLOYMENT COMPLAINTS

READ CAREFULLY BEFORE SIGNING. I agree that any action or lawsuit against Recreation Unlimited arising out of my employment or termination of employment, including but not limited to claims arising under state or federal civil rights statutes, must be brought within one (1) year of the event giving rise to the claims or be forever barred, unless state or federal law specifies a shorter period of time. I waive any limitation period to the contrary.

SIGNATURE _____ INITIALS _____ DATE _____

PARENT SIGNATURE _____ DATE _____

Parent or legal guardian must sign if applicant is under 18 years of age.

PLEASE READ THIS SECTION BEFORE SIGNING

I certify that the answers given by me to the foregoing questions and statements are true and correct without material omissions of any kind. I agree that Recreation Unlimited shall not be liable in any respect if my employment is terminated because of the falsity of statements, answers, or omissions made by me in this questionnaire.

I authorize the references, companies, schools, and my current employer (if applicable) to provide Recreation Unlimited with any relevant job related information reasonably required for an employment decision. I expressly release Recreation Unlimited, all entities from which references were sought, and any of their authorized representatives from any and all liability arising from questions asked, information released or statements made.

Employment at Recreation Unlimited is not for any definite period of time, is employment-at-will, and Recreation Unlimited may terminate any employee at any time for any reason not contrary to law. Employees' at-will status will never change and no representative of Recreation Unlimited has the authority to make representations to applicants or current employees to enter into any agreements to the contrary.

I understand that my employment is contingent on favorable references, background check for criminal or felony convictions, drug test and verifications which demonstrate that I have the capability, with or without an accommodation, to perform the essential functions of the position for which I am applying. Additional checks for employees providing direct camper support include ODMRDD abuser registry and ODH nurse aid registry.

SIGNATURE _____ INITIALS _____ DATE _____

PARENT SIGNATURE _____ DATE _____

Parent or legal guardian must sign if applicant is under 18 years of age.



CONSUMER REPORTS DISCLOSURE

Please be advised that one or more consumer reports, including investigative reports (background check for criminal or felony convictions), may be obtained by Recreation Unlimited Farm and Fun and/or its parent, affiliate or subsidiary companies (collectively “Recreation Unlimited”) for employment purposes prior to any offer of employment and prior to other employment decisions including decisions regarding promotion, reassignment or retention as an employee. These consumer reports may contain information concerning your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living.

These consumer reports may also include investigative consumer reports, including information obtained through interviews and concerning your character, general reputation, personal characteristics, and mode of living. If Recreation Unlimited obtains an investigative consumer report, you may request in writing a complete and accurate disclosure of the nature and the scope of investigation requested in the investigative consumer report. You may also request, in writing, a written summary of your rights under the Fair Credit Reporting Act.

Please sign the “Consent to Obtaining Consumer Reports” form on the reverse side to indicate that you authorize Recreation Unlimited to obtain these reports for employment purposes.



CONSENT TO OBTAINING CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

1. I have read the attached "Consumer Reports Disclosure" and hereby authorize Recreation Unlimited Farm and Fun and/or its parent, affiliate or subsidiary companies (collectively, "Recreation Unlimited") to obtain consumer reports, including investigative consumer reports (background check for criminal or felony convictions), concerning me for employment purposes, which purposes include evaluating me for employment, promotion, reassignment or retention as an employee, or any other employment purpose, at all times during the pendency of my employment application and, if I am hired, throughout the duration of my employment period. If I am hired, this authorization shall remain on file and shall serve as ongoing authorization for Recreation Unlimited to procure consumer reports, including investigative consumer reports, for lawful purposes at any time during my employment period.
2. I hereby authorize any present or former employers, consumer report agencies, education institutions, criminal justice agencies, departments of motor vehicles, public agencies, financial institutions, or any other person or agency having knowledge of me to relate information or opinions about myself, including data received from other sources, in order that I may be evaluated for employment purposes. I hereby release these persons and/or organizations from any and all liability for damages of whatever kind or nature, whether known or unknown, who may at any time accrue to me on account of information, obtained pursuant to this authorization.
3. If I am hired, I agree to notify Recreation Unlimited Farm and Fun within 14 days if I am formally charged with, convicted of or plead guilty to any criminal charge or offense (other than minor traffic offenses). I understand that failure to timely report any such event may result in the termination of my employment.

Applicant Signature

Date

Applicant Printed Name

Parent or Legal Guardian (if under 18 years of age)



APPLICANT ACKNOWLEDGEMENT OF DRUG AND ALCOHOL POLICY AND CONSENT TO DRUG AND ALCOHOL TESTING

READ CAREFULLY BEFORE SIGNING

1. I understand that it is the policy of Recreation Unlimited Farm and Fun to maintain a workplace that is free of illegal drugs and misuse of alcohol, and that it will not knowingly hire anyone who uses illegal drugs or misuses alcohol. I also understand that any offer of employment made to me by Recreation Unlimited is conditional upon the results of a drug test being acceptable to Recreation Unlimited. I accept that if I am hired, Recreation Unlimited reserves the right to test its employees for drug and alcohol use in accordance with the Company's policies regarding such tests and to search my personal belongings for illegal drugs, drug paraphernalia, or intoxicating liquors.
2. I understand that Recreation Unlimited Farm and Fun's Drug and Alcohol Policy establishes conditions under which I may be required to provide breath, saliva, urine and/or blood samples for drug and/or alcohol testing. Should this occur, I hereby consent to such testing. I further authorize the testing laboratory to release any test results and related medical information to the Executive Director & CEO or designated managers and/or the outside reviewing agent(s) chosen by Recreation Unlimited.
3. Should there be a positive test result, I understand that the Medical Review Officer (MRO) may ask me to provide information regarding any illegal non-prescription drugs and other drugs for which I have a prescription that I routinely take or have taken.
4. I also understand that any communication that I may have with the collection site personnel, testing laboratories, or MRO is not meant to create or imply any form of physical/patient relationship.

Applicant Signature

Date

Applicant Printed Name

Parent or Legal Guardian (if under 18 years of age)