## APPLICATION FOR EMPLOYMENT

It is this facilities policy to provide equal opportunities without regard to race, color, religion, sex, national origin, age or disability.

Applicant Name:		
Present Address:		
Phone:	SS# Are	e you at least 18 years old? YES NO
Position Applying Fo	Full Time Or: Part Time Pool	Part Time Per Visit Shift: Day Night Evenings W/E
Salary Requirements	:Date Available:	If you are not a U.S. citizen have you the legal right to remain permanently in the U.S.?
Do you have adequate m hours? YES NO	teans of transportation to get to work on time each day	y and when called in on short notice during working
•	of a crime excluding misdemeanors and traffic offential offense within the past 7(seven) years? YES	
	ed with any violation of the law other than traffic viole place and nature of each such conviction	
	ed with any violation of the law other than traffic violation conviction	
<del></del>	Educational History	<u>y</u>
Type of School	Name & Location of School	Circle Last Graduated Degree Year Attended
High School		9 10 11 12
College		1 2 3 4
College		1 2 3 4
Other		From: To
List professional licenses	you possess. Indicate type of licence, number and star	ite.
List any membership in p those that indicate race, c	professional organizations, honors or activities which color, religion, sex, national origin or disability.	you feel would enhance your application, excluding
List language spoke other	: than English:	
List other skills applicable	e to the position for which you are applying, including	g computer experience, typing speed, etc:
In Case of emergency	notify:	

	WORK HISTORY			
ttach an additional listin sufficient	g other work experience pertinent to the position for w	hich you are applying if the	space below is	
Company Name:	Complete Address City/State/Zip:	Phone Number:	Supervisor's Name:	
Date Started:	Type of Business: Salary: Reason for leaving: OK t  _Full Time _Part Time _Per Visit  Type of Business: Salary: Reason for leaving: Supe _Yes			
escribe your job title, resp	ponsibilities and accomplishment:			
Company Name:	Complete Address City/State/Zip:	Phone Number:	Supervisor's Name:	
	Type of Business: Salary: Reason for Jeaving: Part Time Per Visit			
Date Started: Date Left:	Full Time _Part Time		OK to contact Supervisor  _Yes _No	
Pate Left:	Full Time _Part Time		Supervisor	
Pate Left:	Full Time _Part Time _Per Visit		Supervisor	

## HOME HEAVITHICARD REPRESENTATION ST

Date_		_	Check method of t	gathering reference	data:Verbal	Mail
Name	of person giving referen	nce:			Facility:	
and ha	dividual named below i s given you as a referer upt and thoughtful respo	ice. As we place	position as:	on the thorough s	creening of all our a	applicants, we would apprecia
		Thank you	ı in advance			
		- India y 01	In advance	(Name of	Company Represent	ative)
Applica	ant		APPLICA	NT RELEAS	E	
••	Last	First	Middle			Maiden
Position	n Held		·			
Social S	the requesting	egarding my en g company and	apioyment with th other requesting t	rson completing the em. I understand t	that this information	To:To:
		Applicant S	ignature			Date
1)	Please confirm the app	licant's employ	ment: Fr	om	То	
			Da	te	Date	
,	knowledge & Skills	5=Good	2=Fair	1=Poor		
8	Reliability & Attendand Cooperation Supervisory ability & co Grooming	~ <u></u>				
) I	Please indicate specialty experience:	areas in which	the applicant has	had		
P i	Please indicate any spec ndividual:	ial consideration	ns necessary wher	ı giving assignme	nts to this	
	s applicant eligible for		NO If no	o, why not?		
ease atta	sch any additional com	nents.				
	ignature			ion /Title		

## HOMEHDATEHICARDARDURENCEROUESU

Date		Che	eck method o	f gathering reference	data:Verbal	Mail
Nam	ne of person giving reference:_			·	Facility:	
and :	individual named below is app has given you as a reference. A compt and thoughtful response.	olying for a po As we place g	osition as: reat importan	ce on the thorough s	creening of all our	applicants, we would appreciat
		Thank you in	n advance_			
				(Name of C	Company Represen	stative)
			APPLIC	ANT RELEAS	E	
Appl	licant					
	Last	First	Middle			Maiden
Posit	tion Held					5/1-1/2 · · · · · · · · · · · · · · · · · · ·
Socia	information regar the requesting co	ding my emp mpany and ot	loyment with her requestin	person completing them. I understand to	that this information ced to know basis.	To:Trize them to release all on may be released to clients of I also release the requesting
		Applicant Sig	gnature		_	Date
1)	Please confirm the applican	nt's employm	ent:	From	То	
				Date	Date	
2)	Ovolity of Worls	5=Good	2=Fair	1=Poor		
3)	Grooming  Please indicate specialty are experience:					
4)	Please indicate any special individual:	consideration	is necessary w	·	ents to this	
5)	Is applicant eligible for rehi	ire?YES	NO	If no, why not?		
?lease	attach any additional commer	ıts.				
	Signature			Position /Title	-	Date

NAME	3			_		
Person	al Referen	ces:(name, phone, re	lationship)			
Please r	eview and si	gn				
In maki	ng application	on for employment:				
Ħ	facility or a incomplete,	nt the information in this my affiliate. Should a pos or misrepresented, I und otherwise pertinent to e	sition be offered derstand and ag	d, and later it is found gree that the facility o	that the information in its affiliates are relies	s significantly untrue, ved of all commitments,
	I understand that an investigative report may be made by a consumer reporting agency to include information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. If such an investigative report is made, I understand that I will receive notice that such a report has been requested, and that I will have the right to make a written request for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.					
	I understand and agree that if I am offered employment by this facility, my employment will be for no definite term and either I, or the facility will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. I also understand that this status can only be altered by written contract of employment which is specified as to all material terms and is signed by me and the Administrator of the facility.					
		i, if I am an unlicensed p tate Regulations.	person who has	direct patient contact	, that the agency will p	perform a criminal history
Release:	be:	requested, and also author	orize the Regist ot and, if availa	er/Placement Office of the ble, facility appraisals	of all educational instit s. I also authorize any	ployment with them as may utions attended to release appropriate licencing board
	Ap	plicant Signature		-		Date
VCSHBIB-NA-HA	OREIGH	References Checked	If Hired: Salary:	Position:	FT/PT/Per Visit:	Start Date:

# **Provisional Employment Form**

This form is a provided as a courtesy for the use of employers. Other versions of this form may also be used for the purposes of Title 63 O.S. § 1-1947(L)(2), which requires a written statement from the applicant affirming and agreeing to the following:

- 1. The applicant is not disqualified from employment, an independent contract, or clinical privileges, based on the disqualifying criteria defined in subsection D of [Title 63 O.S. Section 1-1947];
- 2. The applicant agrees that, if the information in the registry screening and criminal history record check conducted under this section does not confirm the individual's statements under subparagraph a of this paragraph, his or her employment, independent contract, or clinical privileges shall be terminated by the employer as required under subsection D of [Title 63 O.S. Section 1-1947] unless and until the individual appeals and can provide that the information is incorrect;
- 3. That the applicant understands that the conditions described in paragraphs 1 and 2 may result in the termination of employment, independent contract, or clinical privileges, and that those conditions are good cause for termination; and
- 4. The period of provisional employment shall not exceed sixty (60) days pending the completion of the required background check. During this time the employee shall be subject to direct on-site supervision. The sixty-day time period may only be extended for those employees who are appealing the results of the background check. The time period shall only be extended for the duration of the appeal.

Where an individual is employed as a conditional employee, or has a conditional independent contract, or is granted conditional clinical privileges and the criminal history does not confirm the individual's statements under paragraph 1 above, the employer shall terminate the individual's employment, independent contract, or clinical privileges, as required by subsection E of [Title 63 O.S. Section 1-1947].

A signed copy of this form OR AN EQUIVALENT STATEMENT must be kept in the Human Resource file of the employee.

### **BEFORE BEGINNING PROVISIONAL EMPLOYMENT**

THE EMPLOYER MUST COMPLETE THE REGISTRY SCREENINGS IN OK-SCREEN

THE EMPLOYER MUST REQUEST AUTHORIZATION TO FINGERPRINT OR JOIN A PENDING DETERMINATION

THE APPLICANT MUST SIGN A STATEMENT
AFFIRMING THE CONDITIONS FOR PROVISIONAL EMPLOYMENT

# **Provisional Employment Form – Page 2**

PLEASE INI	TIAL EACH ITEM.
	I have not failed to comply with all federal, state and municipal laws as applicable to my professional license, certification, permit or employment class, as established by the authority having jurisdiction for my professional license, certification, permit, or employment class;
	I am not subject to an exclusion as described under Title 42 of the United States Code, Section 1320a-7;
	I am not currently the subject of a substantiated finding of neglect, abuse, verbal abuse, misappropriation of property, maltreatment, or exploitation, by any state or federal agency pursuant to an investigation conducted in accordance with Title 42 of the United State Code, Section 1935i-3(g)(1)(c) or 1396r(g)(1)(c), or Section 1-1950.7 or 1-1951 Title 63 of Oklahoma Statutes.
	I am not entered on the community services worker registry pursuant to Section 1025.3 of Title 56 of the Oklahoma Statutes.
	I am not recorded on the Child Care Restricted Registry pursuant to Section 405.3 of Title 10 of the Oklahoma Statutes.
	I am not registered pursuant to the Sex Offenders Registration Act, the Mary Rippy Violent Crime Offenders Registration Act, or registered on another state's sex offender registry;
Pursuant to	Oklahoma law at Title 63 O.S. Section 1-1947(L)(2), by my signature below I affirm and agree to the following:
a. I am no	t disqualified based on the disqualifying criteria listed above,
disquali	that, if the information in the registry screening and criminal history record check confirms that I am ified based on disqualifying criteria listed above, my employment, independent contract, or clinical privileges terminated unless and until I have appealed the determination and can provide that the information is incorrect
	estand that false statements about disqualifying criteria will result in the termination of my employment indent contract, or clinical privileges, and that those conditions are good cause for termination.
sixty (60) da to direct on-	Oklahoma law at <u>Title 63 O.S. Section 1-1947(N)</u> , The period of provisional employment shall not exceed ays pending the completion of the required background check. During this time the employee shall be subjective supervision. The sixty-day time period may only be extended for those employees who are appealing the lebackground check. The time period shall only be extended for the duration of the appeal.
regarding h paragraph : Dollars (\$10	O Oklahoma law at <u>Title 63 O.S. Section 1-1947(O)</u> , an individual who knowingly provides false information is or her identity, criminal convictions, or substantiated findings on a statement described in subparagraph a of 2 of subsection L of this section is guilty of a misdemeanor punishable by a fine of not less than One Hundred 00.00) nor more than Three Hundred Dollars (\$300.00), imprisonment in the county jail for not more than thirty by both such fine and imprisonment.
My signatur	re acknowledges that I have read, understand and accept the terms and conditions outlined on this form.
Printed Name	e of Applicant
Signature of	Applicant Date

### Employment Disqualifiers in the Long Term Care Security Act Title 63 O.S. Section 1-1945 et. seq.

Pursuant to Title 63 of the Oklahoma Statutes, Section 1-1947(D), an employer shall not employ, independently contract with, or grant clinical privileges to any individual who has direct patient access to service recipients of the employer, if one or more of the following are met:

 Failure to comply with any federal, state or municipal laws applicable to your license, certificate, permit, or employment class as established by the authority having jurisdiction for your license, certificate, permit, or employment class.

•	Ify	you are identified on one of the following registries:
		The exclusion list as described under Title 42 of the United States Code, Section 1320a-7
		A substantiated finding of neglect, abuse, verbal abuse, misappropriation of property, maltreatment or exploitation, by any state or federal agency pursuant to an investigation conducted in accordance with Title 42 of the United States Code, Sections 1395i-3(g)(1)(C) or 1396r(g)(1)(c), or Sections 1-1950.7 or 1-1951 of Title 63 of the Oklahoma Statutes
		Oklahoma Community Services Worker Registry
		Oklahoma Child Care Restricted Registry
		Any State or National Sex Offender registry
		Oklahoma Violent Offender registry

The following criminal offenses apply to nurse aides, non-technical service workers, and those employment classes not otherwise licensed, certified or permitted for the purpose of employment with an employer subject to the Long Term Care Security Act:

If the results of a criminal history background check reveal that the subject person has been convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, the employer shall not hire or contract with the person:

- a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,
- b. rape, incest or sodomy,
- c. child abuse,
- d. murder or attempted murder,
- e. manslaughter,
- f. kidnapping,
- g. aggravated assault and battery,
- h. assault and battery with a dangerous weapon, or
- i. arson in the first degree.

If less than seven (7) years have elapsed since the completion of sentence, and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, the employer shall not hire or contract with the person:

- a. assault,
- b. battery,
- c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender,
- d. pandering,
- e. burglary in the first or second degree,
- f. robbery in the first or second degree,
- g. robbery or attempted robbery with a dangerous weapon, or imitation firearm,
- h. arson in the second degree,
- i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,
- j. grand larceny, or
- k. petit larceny or shoplifting.

<sup>\*</sup>Pursuant to 63 O.S. § 1-1950.1(A)(5), "Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.

## **Consent and Release Form**

### Crimes That May Block Your Employment Long Term Care Security Act – Title 63 O.S. Section 1-1945 et. seq.

You must be fingerprinted to work with this employer. We will do a national background check and an arrest in any state is reviewed. Your fingerprints will be used to check the criminal history records of the FBI. The FBI will retain your fingerprints and associated information/biometrics and, while retained, your fingerprints will continue to be compared against other fingerprints submitted to, or retained by, the FBI.

If convicted for a crime listed below, you may not be able to work for nursing, assisted living, adult day care, and residential care facilities; homes for the developmentally disabled; group homes; home health and hospice agencies.

These crimes apply to nurse aides, activity, social services, kitchen, housekeeping, maintenance and other non-licensed jobs. Licensed boards define the crimes that apply to for licensed health care professionals. Tell this provider if you were fingerprinted for your license. Your arrest history will be monitored. If sentenced for any disqualifying crimes while employed you may lose your job.

You will be found not eligible for a job with these employers if you were ever sentenced for one of the following crimes or a related crime:<sup>1</sup>

- a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,
- b. rape, incest or sodomy,
- c. child abuse.
- d. murder or attempted murder,
- e. manslaughter,
- f. kidnapping,
- g. aggravated assault and battery,
- h. assault and battery with a dangerous weapon, or
- i. arson in the first degree.

You will be found not eligible for a job with these employers if you were ever sentenced for one of the following crimes or a related crime and less than seven (7) years has passed since you completed the terms of your sentence, including any period of deferment<sup>2</sup>:

- a. assault,
- b.battery,
- c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender,
- d. pandering,
- e. burglary in the first or second degree,
- f. robbery in the first or second degree,
- g.robbery or attempted robbery with a dangerous weapon, or imitation firearm,
- h. arson in the second degree,
- i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,
- j. grand larceny, or
- k. petit larceny or shoplifting.
- <sup>1</sup> If the results of a criminal history background check reveal that the subject person has been convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, the employer shall not hire or contract with the person. [63 O.S. § 1-1950.1(C)(1)]
- <sup>2</sup> If less than seven (7) years have elapsed since the completion of sentence\*, and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, the employer shall not hire or contract with the person [63 O.S. § 1-1950.1(C)(2)]
- \* The law defines "Completion of the sentence" to mean the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole [63 O.S. § 1-1950.1(A)(5)]

This form is a provided as a courtesy for the use of employers. Other versions of this form may also be used for the purposes of Title 63 O.S. § 1-1947(H), which requires that an applicant shall provide the employer a government photo identification of the applicant and written consent for the employer to conduct a registry screening and the Bureau [Okla. State Bureau of Investigation (OSBI)] to conduct a state and national criminal history record check under this section. The employer shall maintain the written consent and information regarding the individual's identification in their files for audit purposes.

For the purposes of documenting the individual's identification, it is recommended a copy of the identification be maintained with the applicant's written consent.

### Employer must retain the signed applicant consent.

Instructions to Applicant: Prior to employment with an employer subject to the Long Term Care Security Act [63 O.S. 1-1945 et. seq.], an applicant must consent to a check of state and/or national licensure, certification, abuse, exclusion and offender registries, and fingerprinting for a state and national criminal history records check as required. Applicants with an active employment history in OK-SCREEN or previously fingerprinted for a license, certification or permit in Oklahoma where the authority having jurisdiction for the license, certification, or permit employs electronic criminal history monitoring, may not require fingerprinting. With your written consent below, the employer will submit your information through the OK-SCREEN portal for checks against state and national registries. If cleared, and the employer wishes to proceed, you will be notified via email or telephone the employer has authorized you to schedule an appointment for fingerprinting. You will be responsible for a Ten Dollar (\$10) administrative processing fee at the time the appointment is scheduled unless the employer elects to pay the fee. You will have ten (10) calendar days to submit your fingerprints through an authorized collection site or your application shall be deemed withdrawn and your will be required to start the application process over. [63 O.S. § 1-1947(I)(4)]

<u>Declarations:</u> By signing this form I consent to registry screening and submission of my fingerprints to the Oklahoma State Bureau of Investigation (OSBI) for forwarding to the Federal Bureau of Investigation for the purpose of conducting a state and national criminal history records check pursuant to 63 O.S. § 1-1947(H). I understand that the results will be shared with the Oklahoma National Background Check Program (ONBCP) operated by the Oklahoma State Department of Health (OSDH).

I understand that if my criminal history record check results reveal information that prevents the Department from making a final determination of employment eligibility, I will be given notice and will have sixty (60) days to make any necessary corrections or additions for the Department to review. If I am unable to make corrections or additions to the record within the sixty (60) days, the Department shall deny eligibility based on the disqualifying results and shall notify me of my right to appeal. The notice shall include the reasons I was found not eligible for employment and a statement that I have a right to appeal the decision. [63 O.S. § 1-1947(K)]

I understand that should I be selected for employment, and as a condition of continued employment, I agree to report to the employer immediately upon being arraigned, indicted, convicted, or pleading guilty or nolo contendere to one or more of the criminal offenses applicable to my license, certification, permit or employment class; or upon being the subject of a substantiated finding on a registry as described in this *Consent and Release* and Title 63, Section 1-1947. I further understand that reporting of an arraignment under this subsection may be cause for leave without pay, placement under direct supervision, restriction from direct patient access, termination, or denial of employment. [63 O.S. § 1-1947(Q)]

I understand the OSDH will store the records of an employer's enrolled employees, the results of the screening and criminal arrest records search, and an identifier issued by the OSBI for the purposes of receiving an automatic notification from the OSBI if a subsequent criminal arrest record submitted into the system matches a set of fingerprints previously submitted. Upon notification, the OSBI will immediately notify the Department and the Department will immediately notify the employee. Information in the database established under this subsection is confidential, is not subject to disclosure under the Oklahoma Open Records Act, and shall not be disclosed to any person except for purposes of this act or for law enforcement purposes. The employee shall promptly respond to Department inquiries regarding the status of an arraignment or indictment. Reporting of an arraignment or indictment under this subsection may be cause for leave without pay, placement under direct supervision, restriction from direct patient access, termination, or denial of employment. [63 O.S. § 1-1947(5)]

Pursuant to 63 O.S. § 1-1947(I)(1), the employer shall submit the applicant's name, any aliases, address, former states in which the applicant resided, social security number, and date of birth. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application. PLEASE PRINT CLEARLY:

This form requests this information for the purposes of a state and national criminal history records search.

These names must appear a	s recorded on your birth certificate or other official record.		
First Name:	Middle Name:		
Maiden Name (If Applicable):	Last Name:		
What Other Aliases/Names Have You Us	ed?		
Date of Birth: State an	d Country of Birth:		
US Citizen 🗆 Y 🗆 N Race:	Gender: 🗆 M 🗆 F Height: Weight:		
Hair Color: Eye Color:_	Phone Number:		
Social Security Number:	Home 🗆 Mobile 🗅		
Current Address:			
Current City/State/Zip:			
In what other states have you lived after	r 17 years of age?		
E-Mail Address:			
I consent to registry screening and sub-	ad, understand and accept the terms and conditions outlined in this form mission of my fingerprints to the OSBI for forwarding to the FBI. Both criminal history records check and retain my fingerprints for comparisor or retained by, the OSBI or FBI.		
Applicant's Signature	Date		