



Before submitting your employment application with Lutheran Home at Concord Reserve, please read and know the following:

Tobacco-Free & Drug-Free Campus

Lutheran Home at Concord Reserve's policy is to promote good health among employees as well as provide a safe work environment. *Tobacco use is prohibited* on Lutheran Home at Concord Reserve's Campus, which includes all buildings, parking lots, cars and sidewalks.

Drug testing of Concord Reserve employees **IS REQUIRED** as part of the pre-employment process and may be required in the event of reasonable suspicion, accident/incidents, or at random.

Drug-Free Workplace Policy and Procedure

The following actions are STRICTLY FORBIDDEN and will result in IMMEDIATE TERMINATION:

1. Using alcohol or unauthorized drugs or other substances during the work day or bringing them onto the premises at any time.
2. Coming to work under the influence of either drugs or alcohol.
3. Possessing alcohol or drugs during the work day.

For health and safety-related reasons, anyone taking prescription drugs as medication for illness or control of a physical condition should inform his/her supervisor.

This policy describes **Lutheran Home's Drug-Free Workplace Policy**, and every employee is expected to read and understand it. Management is available to answer any questions you may have about this policy and how it works, the consequences for violating the Policy and where to go for help if you have a problem with alcohol or drugs.

Lutheran Home holds all employees accountable for substance abuse, but also supports getting help for employees. Employees who come forward voluntarily to identify that they have a substance problem will receive support and assistance. Concord Reserve reserves the right to terminate any employee who does not come forward with a substance abuse problem and then tests positive for drug or alcohol use (in violation of this Policy). At minimum, such an employee will be removed from the job and not be allowed to return to work without a negative return-to-duty test.

Testing will be used to detect problems and to allow Lutheran Home to take appropriate action to correct the situation. An employee's refusal to submit to a drug and/or alcohol test results in immediate termination. Employees who are asked to submit to a drug/alcohol test must take an immediate test with a sample given within one hour after the request.

Post-Offer, Pre-Employment Medical Examination and Drug Testing

Lutheran Home's employment procedures require all applicants undergo a post-offer, pre-employment drug test that is conducted by a contractor designed by Lutheran Home. Any offer of employment is dependent upon satisfactory completion of this test (negative test result).

Reasonable Suspicion Testing

Reasonable suspicion testing will occur when a supervisor/manager has reason to suspect that an employee and/or employees may be in violation of this policy. This includes employee/employees being off on their narcotic count. This may also include employees from the previous two shifts. The suspicion will be documented in writing.

Under no circumstances will individuals, sent for reasonable suspicion testing, be permitted to drive themselves to or from the testing site. Transportation will be provided. Ordinarily, employees will not be permitted to return to work, after reasonable suspicion testing, until negative test results are returned. Employees will be compensated for lost time unless test results are positive for illegal drugs or alcohol.

Post-Accident Testing

Concord Reserve's drug policy complies with the State of Ohio's Bureau of Workers' Compensation's Drug Policy effective October 13, 2004. This means testing will occur when an employee has become injured on the job and needs to seek medical attention outside the workplace.

We consider an accident to be an unplanned, unexpected or unintended event that occurs on our property, during the conduct of our business, or during working hours, or which involves one of our motor vehicles or motor vehicles that are used in conducting Company business, or is within the scope of employment, and which results in any of the following:

1. A fatality of anyone involved in the accident.
2. Bodily injury to the employee and/or another person that requires off-site medical attention.
3. Significant property damages, as determined by Concord Reserve.

Any employee who may have contributed to the accident will be tested for drugs and/or alcohol use or both.

Urine specimen collection (for drugs) or breath/saliva/blood (for alcohol) is to occur as quickly as possible (one hour) after a need to test has been determined. At no time will a urine specimen be collected after 32 hours from the time of a work-related incident. Breath or saliva alcohol testing will be performed as quickly as possible (one hour) after a need to test has been determined. If an employee is considered to have caused or contributed to a work-related accident, regardless of injury, it is a condition of employment that the employee grants Concord Reserve the right to request appropriate specimens (breath, urine and/or blood) for the purpose of conducting alcohol and/or drug testing. Further, all employees grant Concord Reserve access to any and all other medical information that may be relevant in conducting a complete and thorough investigation of the work-related accident including a full medical report from the examining physician(s) or other health care providers.

Management reserves the right to determine who may have caused or contributed to a work-related accident and may choose not to test after minor accidents if there is no violation of a safety or work rule, minor damage and/or injuries and no reasonable suspicion.

Follow-up Testing After Return to Duty from Assessment or Treatment

This test occurs when an existing employee has previously tested positive and the decision is made **not** to terminate employment under a "second/last chance" agreement. A negative return to duty test is required before the worker will be allowed to return to work. If the employee fails this test, this will lead to termination of employment. Once an employee passes the drug and/or alcohol test and returns to work, management may choose to do additional unannounced tests for as long as deemed necessary. Any employee with a second positive test result will be terminated.

Additional Information

An employee who adulterates, attempts to adulterate or substitutes a specimen or otherwise manipulates the testing process, will be terminated. A refusal to produce/provide a specimen is considered a positive test unless there is verifiable medical reason that the specimen could not be produced.

All records of drug/alcohol testing will be stored separately and apart from the employee's general personnel documents. Access is limited to designated Company officials. The information contained in these files shall be utilized only to properly administer this Policy and to provide information to certifying agencies for review as required by law. Designated

Company officials that shall have access to these records are charged with the responsibility of maintaining confidentiality. Any breach of confidentiality may result in termination of employment. Employees tested under this Policy have the right to review and/or receive a copy of their own test results.

Dress Code

It is expected that employees will maintain high standards of neatness and appropriate apparel, thereby lending dignity to Lutheran Home at Concord Reserve as well as to themselves.

Guidelines for employee dress/appearance are: Hair must be neat and clean. Hats and other **head coverings** are not permitted unless required by employee's bona fide religious practices. **Unusual hair color** is not permitted (i.e. pink, purple, blue, green etc). **Visible tattoos and facial piercings** are not permitted. Nails must be clean and neatly trimmed. The use of make-up and perfume should be appropriate for the work place. **Excessive jewelry** is not permitted (no more than 2 pieces of jewelry per ear, hand, and wrist or around the neck) All jewelry should be tasteful and appropriate. For safety purposes, in direct patient care roles, jewelry should be kept to a minimum.

Shoes must be neat, clean and in good condition. No more than a moderate heel (2 inches) is recommended. Shoes should be appropriate for your work area. Flip Flops/thongs are not permitted. Socks or hose must be worn in all areas of direct patient contact.

Neat, clean and professional looking clothes should be worn in all areas. Skirt lengths must be appropriate for business. Sweat clothes, t-shirts, shorts, halter or crop tops and jeans are unacceptable in the workplace. (Note: Lutheran Home shirts may be worn as part of your uniform on any day) Dress capri's are permitted during the warmer months as long as they are professional and appropriate. The nursing department may wear uniform (scrub) capri's. All capri's must be calf length.

Certain departments may have additional requirements, please see your Department Manager for specific guidelines. Failure to comply with the dress code may result in corrective action up to and including termination.

I have read and fully understand the tobacco-free, drug-free, and dress code policies as stated above.

Print Name: _____ Date: _____

Applicant's Signature: _____ Date: _____

LUTHERAN HOME at CONCORD RESERVE
EMPLOYMENT APPLICATION

Date _____

Please Print

PERSONAL

Name _____
 Last First Maiden or Middle

Address _____
 City State Zip Code

Phone: () _____
 Soc. Sec. Number: / /

Position Desired _____

Days Available Sun Mon Tue Wed Thurs Fri Sat

Hours Available Full-Time Part-Time Days Afternoons Nights

Salary Requirement \$ _____ Date Available: _____

Have you ever worked at Lutheran Home at Concord Reserve? Yes No Under what name: _____ Dates: _____ to _____

Reason for leaving: _____
 Have you ever applied for a position at Lutheran Home at Concord Reserve? Yes No Under what name: _____

Who referred you to Lutheran Home at Concord Reserve for employment: _____

Are you able to accept employment in the United States? Yes No

EDUCATION

Last High School Attended
 Name: _____
 Location: _____ Graduated: Yes No

College Name: _____ Nursing/Other School Name: _____
 Location: _____ Location: _____
 Major Subject: _____ Major Subject: _____
 Graduated: Yes No Graduated: Yes No

LICENSURE/SKILLS

Professional License/Registration: _____ No (#): _____ Date of Expiration: _____
 Have you ever had your license suspended or revoked? Yes No
 If you checked Yes, list the date(s), duration, and reason(s) for the suspension or revocation on page 2 in the section entitled OTHER.

EMPLOYMENT HISTORY

Present/Last Employer: _____ Title Duties: _____
 Address: _____
 City State Zip Code Reason(s) For Leaving _____
 Dates of Employment: _____ to _____ Hourly Rate: _____

Previous Employer: _____ Title/Duties: _____
 Address: _____
 City State Zip Code Reason(s) For Leaving _____
 Dates of Employment: _____ to _____ Hourly Rate: _____

Last Previous Employer: _____ Title/Duties: _____
 Address: _____
 City State Zip Code Reason(s) For Leaving _____
 Dates of Employment: _____ to _____ Hourly Rate: _____

EMERGENCY

In case of emergency, contact:

_____	_____	_____
Name	Relationship	Telephone

CERTIFICATION

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment. I authorize Lutheran Home at Concord Reserve and/or its authorized representative to verify any of the information concerning my employment, education, credit or medical history with the appropriate individuals, companies, institutions or agencies, and I authorize such individuals, companies, institutions or agencies to release such information, as Lutheran Home at Concord Reserve and/or its authorized representative requires, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize Lutheran Home at Concord Reserve or its authorized representative to obtain any information pertaining to my employment, military, credit, criminal record or educational records as it may deem necessary to determine my eligibility for employment, and I hereby release the custodian(s) of these records from any and all liability for damages of any kind. I authorize Lutheran Home at Concord Reserve and/or its authorized representative to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release Lutheran Home at Concord Reserve and its authorized representative and the above-referenced individuals, companies, institutions, agencies, and/or custodians from any liability whatsoever as a result of any such inquiries and disclosures. I also understand that employment is contingent upon a satisfactory investigation of references.

My employment with Lutheran Home at Concord Reserve will be on an "at-will" basis. This means that both Lutheran Home at Concord Reserve and I have the right to end the employment relationship at any time, for any reason, with or without cause, and with or without notice. Neither this form, nor any other Lutheran Home at Concord Reserve document, constitutes a contract, express or implied, or guarantees employment for any specific duration.

Signature: _____ Date: _____

- APPLICANT – DO NOT WRITE BELOW THIS LINE -

Re: Applicant's Name: _____
 Social Security Number: _____

The above named individual has made application for employment at Lutheran Home at Concord Reserve and has indicated previous employment by you. We would appreciate an evaluation of his/her employment record with you. A return envelope is enclosed for your convenience in returning it to us.

Thank you for your cooperation in this matter.

**Human Resources Department
 Lutheran Home at Concord Reserve**

Date Hired: _____ Date Separated: _____

Title/Department: _____

Reason(s) for Leaving: _____

	Above Average	Average	Below Average	Poor
Quality of work _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of work _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation / Attitude _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LUTHERAN HOME at CONCORD RESERVE
EMPLOYMENT APPLICATION (continued)

Criminal Record

TO ALL APPLICANTS:

Should you come under final consideration for a position with Lutheran Home at Concord Reserve, Ohio Revised Code 3722.51 requires Lutheran Home at Concord Reserve to conduct a criminal history record check and requires you to submit a set of fingerprints to the Bureau of Criminal Identification and Investigation (BCII). This statute further requires BCII to request information from the Federal Bureau of Investigation if you do not present proof that you have been a resident of the State of Ohio for the five (5) year period immediately prior to this date.

Pursuant to the same statute, employment is contingent upon the applicant satisfactorily passing the criminal history record check. Lutheran Home at Concord Reserve must terminate you should a criminal history record check reveal a disqualifying offense. Should you fail or refuse to provide all the information necessary to complete the form, or fail or refuse to provide fingerprint impressions, you will not be considered further for employment. Falsification of any answers is also just cause for termination if you are conditionally hired.

If you wish to be considered for employment, please answer the following questions:

Have you been a resident of the State of Ohio for the past five (5) years? If you answer Yes, please provide proof of residency. If you answer No, please list all residences for the past five (5) years on the back of this page.

_____ Yes _____ No

Have you **EVER** been **charged or convicted** of a **misdemeanor or felony** violation of the laws of Ohio, any other state, or the United States? **Include any expunged (removed) convictions.**

_____ Yes _____ No

If you answered yes to the above, please explain on page 10 each misdemeanor or felony conviction, including, but not limited to, the nature of the offense, the date of conviction, and the State or Federal court which entered the conviction. Please also indicate if you have been charged with any of the listed charges on pages 9 or 10. You will be required to supply documentation regarding each offense.

Have you ever been excluded from participation in a federal health care program such as Medicare, Medicaid, or any other federal program?

_____ Yes _____ No

If you answered Yes to the above, please explain on page 10 the date and duration of the exclusion(s) as well as the reason(s) for the exclusion(s).

Signature _____

Date: _____

House Bill 160/Senate Bill 38 – Ohio Revised Code Disqualifiers/Convictions

- 2903.01 Aggravated Murder
- 2903.02 Murder
- 2903.03 Voluntary Manslaughter
- 2903.04 Involuntary Manslaughter
- 2903.11 Felonious Assault
- 2903.12 Aggravated Assault
- 2903.13 Assault
- 2903.16 Failing to Provide for a Functionally Impaired Person
- 2903.21 Aggravated Menacing
- 2903.34 Patient Abuse and Neglect

- 2905.01 Kidnapping
- 2905.02 Abduction

- 2905.04 Child Stealing
- 2905.05 Criminal Child Enticement
- 2905.11 Extortion
- 2905.12 Coercion
- 2907.02 Rape
- 2907.03 Sexual Battery
- 2907.04 Corruption of a Minor
- 2907.05 Gross Sexual Imposition
- 2907.06 Sexual Imposition

- 2907.08 Voyeurism
- 2907.09 Public Indecency
- 2907.12 Felonious Sexual Penetration
- 2907.21 Compelling Prostitution
- 2907.22 Promoting Prostitution
- 2907.23 Procuring

- 2907.25 Prostitution
- 2907.31 Disseminating Matter Harmful to Juveniles
- 2907.32 Pandering Obscenity
 - 2907.32.1 Pandering Obscenity Involving a Minor
 - 2907.32.2 Pandering Sexually Oriented Matter Involving a Minor
 - 2907.32.3 Illegal Use of Minor in Nudity-oriented Material or Performance

- 2911.01 Aggravated Robbery
- 2911.02 Robbery

- 2911.11 Aggravated Burglary
- 2911.12 Burglary
- 2911.13 Breaking and Entering

2913.02 Theft: Aggravated Theft
2913.03 Unauthorized Use of a Vehicle
2913.04 Unauthorized Use of Property; Unauthorized Access to Computer System
2913.11 Passing Bad Checks
2913.21 Misuse of Credit Cards
2913.31 Forgery
2913.40 Medicaid Fraud
2913.43 Securing Writings by Deception
2913.47 Insurance Fraud
2913.51 Receiving Stolen Property

2919.12 Unlawful Abortion
2919.22 Endangering Children

2919.24 Contributing to Unruliness or Delinquency of a Child
2919.25 Domestic Violence
2921.36 Prohibition of Conveyance of Certain Items on to Grounds of Detention Facility or
Mental Health or MRDD Facility
2923.12 Carrying Concealed Weapons
2923.13 Having Weapons While Under Disability
2923.16.1 Improperly Discharging Firearm at or into Habitation or School
2925.02 Corrupting Another with Drugs
2925.03 Trafficking in Drugs
2925.04 Shall Not Cultivate or manufacture drugs
2926.05 Shall Not Provide Money to Another if the Recipient is to Use the Money to Purchase
Any Controlled Substance
2925.06 Shall Not Administer, Prescribe, or Dispense any Anabolic Steroid Not Approved by US
FDA.
2925.11 Drug Abuse, Shall Not Obtain, Possess or Use a Controlled Substance
2925.13 Permitting Drug Abuse
2925.22 Deception to Obtain Dangerous Drugs
2925.23 Illegal Processing of Drug Documents
3716.11 Adulterated Food
Carla: Conviction Disqualifiers
September 26, 2001

Explanation of Charges:
