



TO BE COMPLETED BY AUTHORIZED PERSONNEL:

Date(s) of Volunteer Activity: _____

Total Volunteer Hours: _____

Newhope Component: _____ School/ECC _____ Residential _____ SSA
 _____ Administration _____ Therapy
 _____ Transportation/Operations

Site Supervisor: _____

Volunteer Level: _____ Level I (special event/group activity/always supervised);
 _____ Level II (limited contact/always supervised)
 _____ Level III (contact/not always supervised)
 _____ Special Case (student, corporate, court-referred, other vol. referred)

VOLUNTEER APPLICATION

Name: (Mr./Mrs./Ms.) _____

Address: _____ Date of Birth: _____
 City, State, Zip Code: _____ E-Mail Address: _____
 Home Phone: (____) _____ Business or Cell Phone: (____) _____

Emergency Contact Information:

In case of emergency, contact: _____
 Relationship: _____ Phone: _____

Volunteer assignments *may* require you to perform many different mental and physical tasks, including the ability to travel to various Richland County Board of DD sites. Do you have any reason to believe you will not be able to perform such duties? _____

Have you ever been convicted of any of the offenses on the attached sheets? _____ If yes, explain:

**Visitors and Level I Volunteers – skip to bottom of Page 2;
 Special Case Volunteers (interns/practicums) - complete asterisk(*) sections then go to bottom of Page 2;
 Level II & III Volunteers – complete rest of the application.**

***Education:**

High School _____ Last Year Completed _____
 College _____
 Major _____ Last Year Completed _____

***Academic Instructor:** _____ Phone: _____

Volunteer Information:

Interests, Skills, Hobbies: _____
 Type of volunteer/student work preferred: _____
 Age group preferred: _____ Children _____ Adults
 Hours Available: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 Day _____
 Evenings _____

Other Volunteer Experience:

Dates	Location	Description of Duties	Supervisor's Name	Telephone No.

List friends/relatives working/volunteering for the Richland County Board of Developmental Disabilities: _____

Are you now or have you ever been employed by the Richland County Board of Developmental Disabilities? _____ If so, when and in what capacity? _____

Employment History:

Name of Employer _____ Telephone No. () _____

Address _____
No. Street City State Zip Code

Name & Title of Supervisor _____

Job Title _____ Dates of Employment _____ to _____

Name of Employer _____ Telephone No. () _____

Address _____
No. Street City State Zip Code

Name & Title of Supervisor _____

Job Title _____ Dates of Employment _____ to _____

References:

List three references, excluding family members:

Name	Occupation	Address/City/State/Zip Code	Telephone No.
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I authorize the contact of listed references and understand that I may be required to submit to a fingerprint criminal background check prior to final consideration of my application to volunteer. I understand that misrepresentation or omission of required information is just cause for non-appointment as a volunteer with Newhope.

Please list any information that you feel would be helpful in selecting placement: _____

Please read before signing:

I, the undersigned, understand that I am a volunteer for the Richland County Board of Developmental Disabilities. I further understand that I am not an employee of the Richland County Board of Developmental Disabilities and that, as a volunteer, I am not entitled to any of the benefits of employment offered to employees of the Richland County Board of Developmental Disabilities. I further understand that I am not covered by the Richland County Board of Developmental Disabilities' policies of health insurance, worker's compensation, unemployment insurance, or any retirement plan.

I understand and agree that, if I am an employee of the Richland County Board of Disabilities, my activities in the capacity of volunteer are separate and distinct from my activities in my capacity as an employee. As such, no rights benefits or privileges afforded to me in my status as an employee are transferable to my activities or status in my volunteer capacity. I further understand and agree that I am prohibited from volunteering for activities which constitute, in whole or part, the regular job duties and responsibilities of my employment with the Richland County Board of Developmental Disabilities. As an employee of the Richland County Board of Developmental Disabilities, I further

acknowledge and agree that I am offering my services as a volunteer freely and without pressure or coercion, direct or implied, from the Richland County Board of Developmental Disabilities.

I further state that I am not otherwise barred or subject to any conflicts of interest that would prohibit me from becoming a volunteer for the Richland County Board of Developmental Disabilities, including but not limited to the fact that neither I nor an immediate family member have any ownership interest in or am under a contract with a contract agency of the Richland County Board of Developmental Disabilities. If such an ownership interest exists, I will disclose to the Richland County Board of Developmental Disabilities, the identity of the agency, and the nature of the relationship with that agency.

It is the intent of the Richland County Board of Developmental Disabilities to comply with all legal requirements and procedures for individual confidentiality. It is imperative that all staff, volunteers, and visitors understand the importance of safeguarding the confidentiality of our individuals, including the individual's identity and personal information. The law also prohibits former employees and volunteers from disclosing confidential information. This is a lifetime prohibition. My signature below indicates that I understand my obligations to maintain the confidentiality of all information I might be privileged to as a volunteer at the Richland County Board of Developmental Disabilities.

_____ Signature of Applicant	_____ Date
_____ Site Supervisor	_____ Date
_____ Coordinator of Volunteers	_____ Date

Parent/Guardian Consent (if under the age of 18):

_____ Signature	_____ Relationship to Applicant	_____ Date
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**Return this form to:
Richland Newhope
Community Relations Office
314 Cleveland Avenue
Mansfield, Ohio 44902**

<p>Mission Statement Richland County Board of Developmental Disabilities is dedicated to supporting people to be valued members of their community and to live the life they desire.</p>

(12/1/2019)

A volunteer applicant, unless the applicant is legally rehabilitated, may not be accepted by a County Board of Developmental Disabilities if the applicant has been convicted of or pleaded guilty to any of the following:

TIER ONE (Permanent Exclusion):

The Board shall not employ an applicant or continue to employ an employee if the applicant or employee has been convicted of or pleaded guilty to any of the following sections of the Revised Code:

1. R.C. 2903.01 - Aggravated murder
2. R.C. 2903.02 - Murder
3. R.C. 2903.03 - Voluntary manslaughter
4. R.C. 2903.11 - Felonious assault
5. R.C. 2903.15 - Permitting Child Abuse
6. R.C. 2903.16 - Failing to provide for a functionally impaired person
7. R.C. 2903.34 - Patient abuse or neglect
8. R.C. 2903.341 - Patient endangerment
9. R.C. 2905.01 - Kidnapping
10. R.C. 2905.02 - Abduction
11. R.C. 2905.32 - Human trafficking
12. R.C. 2905.33 - Unlawful conduct with respect to documents
13. R.C. 2907.02 - Rape
14. R.C. 2907.03 - Sexual battery
15. R.C. 2907.04 - Unlawful sexual conduct with a minor (formerly corruption of a minor).
16. R.C. 2907.05 - Gross sexual imposition
17. R.C. 2907.06 - Sexual imposition
18. R.C. 2907.07 - Importuning
19. R.C. 2907.08 - Voyeurism
20. R.C. 2907.12 - Felonious sexual penetration as it existed prior to September 3, 1996
21. R.C. 2907.31 - Disseminating matter harmful to juveniles
22. R.C. 2907.32 - Pandering obscenity
23. R.C. 2907.321 - Pandering obscenity involving a minor
24. R.C. 2907.322 - Pandering sexually oriented matter involving a minor
25. R.C. 2907.323 - Illegal use of minor in nudity-oriented material or performance
26. R.C. 2909.22 - Soliciting/providing support for act of terrorism
27. R.C. 2909.23 - Making terrorist threat
28. R.C. 2909.24 - Terrorism
29. R.C. 2913.40 - Medicaid fraud
30. R.C. 2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
31. R.C. 2923.02 (Attempt) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
32. R.C. 2923.03 (Complicity) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit.
33. 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 offense set forth in section 2913.46 of the Revised Code (illegal use of supplemental nutrition assistance program or women, infants, and children program benefits)

34. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit.

TIER TWO (Ten-Year Exclusion):

The Board shall not employ an applicant or continue to employ an employee for a period of ten years from the date the applicant or employee was fully discharged from imprisonment, probation, and parole, if the applicant or employee has been convicted of or pleaded guilty to any of the following sections of the Revised Code.

35. R.C. 2903.04 - Involuntary manslaughter
36. R.C. 2903.041 - Reckless Homicide
37. R.C. 2905.04 - Child stealing (as it existed prior to July 1, 1996)
38. R.C. 2905.05 - Criminal child enticement
39. R.C. 2905.11 - Extortion
40. R.C. 2907.21 - Compelling prostitution
41. R.C. 2907.22 - Promoting prostitution
42. R.C. 2907.23 - Enticement or solicitation to patronize a prostitute; procurement of a prostitute for another
43. R.C. 2909.02 - Aggravated Arson
44. R.C. 2909.03 - Arson
45. R.C. 2911.01 - Aggravated robbery
46. R.C. 2911.11 - Aggravated burglary
47. R.C. 2913.46 - Illegal use of supplemental nutrition assistance program or women, infants, and children program benefits.
48. R.C. 2913.48 - Workers' Compensation fraud
49. R.C. 2913.49 - Identity fraud
50. R.C. 2917.02 - Aggravated riot
51. R.C. 2923.12 - Carrying concealed weapon
52. R.C. 2923.122 - Illegal conveyance or possession of a deadly weapon or dangerous ordnance in a school safety zone and illegal possession of an object indistinguishable from a firearm in a school safety zone
53. R.C. 2923.123 - Illegal conveyance, possession or control of a deadly weapon or dangerous ordnance into a courthouse
54. R.C. 2923.13 - Having weapons while under disability
55. R.C. 2923.161 - Improperly discharging a firearm at or into a habitation or school
56. R.C. 2923.162 - Discharge of firearm on or near prohibited premises
57. R.C. 2923.21 - Improperly furnishing firearms to a minor
58. R.C. 2923.32 - Engaging in a pattern of corrupt activity
59. R.C. 2923.42 - Participation in criminal gang activity
60. R.C. 2925.02 - Corrupting another with drugs
61. R.C. 2925.03 - Trafficking in drugs

62. R.C. 2925.04 - Illegal manufacture of drugs or cultivation of marijuana
63. R.C. 2925.041 - Illegal assembly or possession of chemicals for the manufacture of drugs
64. R.C. 3716.11 - Placing harmful objects in food or confection
65. R.C. 2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
66. R.C. 2923.02 (Attempt) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
67. R.C. 2923.03 (Complicity) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
68. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit.

TIER THREE (Seven Year Exclusion):

The Board shall not employ an applicant or continue to employ an employee for a period of seven years from the date the applicant or employee was fully discharged from imprisonment, probation, and parole, if the applicant or employee has been convicted of or pleaded guilty to any of the following sections of the Revised Code:

69. R.C. 959.13 - Cruelty to animals
70. R.C. 959.131 - Prohibitions concerning companion animals
71. R.C. 2903.12 - Aggravated assault
72. R.C. 2903.21 - Aggravated menacing
73. R.C. 2903.211 - Menacing by Stalking
74. R.C. 2905.12 - Coercion
75. R.C. 2909.04 - Disrupting public services
76. R.C. 2911.02 - Robbery
77. R.C. 2911.12 - Burglary
78. R.C. 2913.47 - Insurance Fraud
79. R.C. 2917.01 - Inciting to violence
80. R.C. 2917.03 - Riot
81. R.C. 2917.31 - Inducing panic
82. R.C. 2919.22 - Endangering children
83. R.C. 2919.25 - Domestic violence
84. R.C. 2921.03 - Intimidation
85. R.C. 2921.11 - Perjury
86. R.C. 2921.13 - Falsification, falsification in theft offense, falsification to purchase firearm, or falsification to obtain a concealed handgun license.
87. R.C. 2921.34 - Escape
88. R.C. 2921.35 - Aiding escape or resistance to lawful authority
89. R.C. 2921.36 - Illegal conveyance of weapons, drugs, or other prohibited items into grounds of detention facility or institution.
90. R.C. 2925.05 - Funding of drugs or marijuana trafficking
91. R.C. 2925.06 - Illegal administration or distribution of anabolic steroids
92. R.C. 2925.24 - Tampering with drugs

93. R.C. 2927.12 - Ethnic intimidation
94. R.C. 2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
95. R.C. 2923.02 (Attempt) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
96. R.C. 2923.03 (Complicity) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit.
97. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit.

TIER FOUR (Five year exclusion):

The Board shall not employ an applicant or continue to employ an employee for a period of five years from the date the applicant or employee was fully discharged from imprisonment, probation, and parole, if the applicant or employee has been convicted of or pleaded guilty to any of the following sections of the Revised Code:

98. R.C. 2903.13 - Assault
99. R.C. 2903.22 - Menacing
100. R.C. 2907.09 - Public indecency
101. R.C. 2907.24 - Soliciting after a positive HIV test
102. R.C. 2907.25 - Prostitution
103. R.C. 2907.33 - Deception to obtain matter harmful to juveniles
104. R.C. 2911.13 - Breaking and entering
105. R.C. 2913.02 - Theft
106. R.C. 2913.03 - Unauthorized use of a vehicle
107. R.C. 2913.04 - Unauthorized use of property; computer, cable, or telecommunication property
108. R.C. 2913.05 - Telecommunications fraud
109. R.C. 2913.11 - Passing bad checks
110. R.C. 2913.21 - Misuse of credit cards
111. R.C. 2913.31 - Forgery, forging identification cards
112. R.C. 2913.32 - Criminal simulation
113. R.C. 2913.41 - Defrauding a rental agency or hostelry
114. R.C. 2913.42 - Tampering with records
115. R.C. 2913.43 - Securing writings by deception
116. R.C. 2913.44 - Personating an officer
117. R.C. 2913.441 - Unlawful display of law enforcement emblem
118. R.C. 2913.45 - Defrauding creditors
119. R.C. 2913.51 - Receiving stolen property
120. R.C. 2919.12 - Unlawful abortion
121. R.C. 2919.121 - Unlawful abortion upon a minor
122. R.C. 2919.123 - Unlawful distribution of an abortion-inducing drug
123. R.C. 2919.23 - - Interference with custody
124. R.C. 2919.24 - Contributing to unruliness or delinquency of child

125. R.C. 2921.12 - Tampering with evidence
126. R.C. 2921.21 - Compounding a crime
127. R.C. 2921.24 - Disclosure of confidential information
128. R.C. 2921.32 - Obstructing justice
129. R.C. 2921.321 - Assaulting/harassing a police dog, horse/service animal
130. R.C. 2921.51 - Impersonation of peace officer
131. R.C. 2925.09 - Illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug
132. R.C. 2925.11 - Drug possession other than a minor drug possession offense
133. R.C. 2925.13 - Permitting drug abuse
134. R.C. 2925.22 - Deception to obtain a dangerous drug
135. R.C. 2925.23 - Illegal processing of drug documents
136. RR.C. 2925.36 - Illegal dispensing of drug samples
137. R.C. 2925.55 - Unlawful purchase or receipt of pseudoephedrine product
138. R.C. 2925.56 - Unlawful sale of pseudoephedrine product
139. R.C. 2923.01 (Conspiracy) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
140. R.C. 2923.02 (Attempt) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
141. R.C. 2923.03 (Complicity) when the underlying offense is any of the offenses or violations described in this tier of this Exhibit
142. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit.

TIER FIVE (No Exclusion):

The Board may employ an applicant or continue to employ an employee if the applicant or employee has been convicted of or pleaded guilty to any of the following sections of the Revised Code:

143. R.C. 2925.11 - Drug possession that is minor drug possession offense
144. R. C. 2925.14 - Illegal use or possession of drug paraphernalia
145. R.C. 2925.141 - Illegal use or possession of marijuana drug paraphernalia
146. A violation of an existing or former municipal ordinance or law of this state, or any other state, or the United States that is substantially equivalent to any of the offenses or violations described in this tier of this Exhibit.

Applicant has received a copy of the Background Investigations policy and procedures.

Revised 12/01/2016

Prohibited Offenses for Child Care Centers

Homicide	
R.C. 2903.01 - Aggravated murder	
R.C. 2903.02 - Murder	
R.C. 2903.03 - Voluntary manslaughter	
R.C. 2903.04 - Involuntary manslaughter	
Assault	
R.C. 2903.11 - Felonious assault	
R.C. 2903.12 - Aggravated assault	
R.C. 2903.13 - Assault	
R.C. 2903.16 - Failing to provide for a functionally impaired person	
Menacing	
R.C. 2903.15 - Permitting child abuse	
R.C. 2903.21 - Aggravated menacing	
R.C. 2903.211 - Menacing by stalking	
R.C. 2903.22 - Menacing	
Patient abuse and neglect	
R.C. 2903.34 - Patient abuse, neglect	
Kidnapping and related issues	
R.C. 2905.01 - Kidnapping	
R.C. 2905.02 - Abduction	
R.C. 2905.04 - Child stealing (as this law existed prior to July 1, 1996)	
R.C. 2905.05 - Criminal child enticement	
Sex offenses	
R.C. 2907.02 - Rape	
R.C. 2907.03 - Sexual battery	
R.C. 2907.04 - Unlawful sexual conduct with a minor	
R.C. 2907.05 - Gross sexual imposition	
R.C. 2907.06 - Sexual imposition	
R.C. 2907.07 - Importuning	
R.C. 2907.08 - Voyeurism	
R.C. 2907.09 - Public indecency	
R.C. 2907.12 - Felonious sexual penetration (as this former section of law existed)	
R.C. 2907.21 - Compelling prostitution	
R.C. 2907.22 - Promoting prostitution	
R.C. 2907.23 - Procuring	
R.C. 2907.25 - Prostitution	
R.C. 2907.31 - Disseminating matter harmful to juveniles	
R.C. 2907.32 - Pandering prostitution	
R.C. 2907.321 - Pandering obscenity involving a minor	
R.C. 2907.322 - Pandering sexually oriented matter involving a minor	
R.C. 2907.323 - Illegal use of a minor in nudity-oriented material or performance	
Arson	
R.C. 2909.02 - Aggravated arson	
R.C. 2909.22 - Soliciting or providing support for act of terrorism	
R.C. 2909.23 - Making terroristic threat	
R.C. 2909.24 - Terrorism	
R.C. 2909.03 - Arson	
Robbery and Burglary	
R.C. 2911.01 - Aggravated robbery	
R.C. 2911.02 - Robbery	
R.C. 2911.11 - Aggravated burglary	
R.C. 2911.12 - Burglary	
Theft and Fraud	
R.C. 2913.02 - Theft; aggravated theft	
R.C. 2913.03 - Unauthorized use of a vehicle	
R.C. 2913.04 - Unauthorized use of property, computer, cable, or telecommunication property or service	
R.C. 2923.02 - Attempt	
R.C. 2913.041 - Possession or sale of unauthorized cable television device	
R.C. 2913.33 - Making or using slugs	
R.C. 2913.05 - Telecommunications fraud	
R.C. 2913.06 - Unlawful use of telecommunications	
R.C. 2913.11 - Passing bad checks	
R.C. 2913.21 - Misuse of credit cards	
R.C. 2913.31 - Forgery; identification card	
R.C. 2913.32 - Criminal simulation	
R.C. 2913.40 - Medicaid fraud	
R.C. 2913.41 - Prima facie evidence of purpose to defraud	
R.C. 2913.42 - Tampering with records	
R.C. 2913.43 - Securing writings by deception	
R.C. 2913.44 - Personating an officer	
R.C. 2913.441 - Law Enforcement emblem display	
R.C. 2913.45 - Defrauding creditors	
R.C. 2913.46 - Illegal use of food stamps or WIC program benefits	
R.C. 2913.47 - Insurance fraud	
R.C. 2913.48 - Worker's compensation fraud	
R.C. 2913.49 - Identity fraud	
Offenses against the family	
R.C. 2919.12 - Unlawful abortion	
R.C. 2919.22 - Endangering children	
R.C. 2919.23 - Interference with custody	
R.C. 2919.24 - Contributing to unruliness or delinquency of a child	
R.C. 2919.25 - Domestic violence	
Offenses against justice and public administration	
R.C. 2921.11 - Perjury	
R.C. 2921.13 - Falsification	
Weapons control	
R.C. 2923.12 - Carrying a concealed weapon	
R.C. 2923.13 - Having a weapon while under disability	
R.C. 2923.161 - Improperly discharging a firearm at or into a habitation or school	
R.C. 2923.01 - Conspiracy	
R.C. 2923.02 - Attempt, that relates to a crime specified in division 109.572 (A) (9)	
R.C. 2923.03 - Complicity, that relates to a crime specified in division 109.572 (A) (9)	
Drug offenses	
R.C. 2925.02 - Corrupting another with drugs	
R.C. 2925.03 - Trafficking in drugs	
R.C. 2925.04 - Illegal manufacture of drugs or cultivation of marijuana	
R.C. 2925.05 - Funding of drug or marijuana trafficking	
R.C. 2925.06 - Illegal administration or distribution of anabolic steroids	
R.C. 2925.11 - Possession of drugs or marijuana that is not a minor drug possession offense in section R.C. 2925.01	
Other	
R.C. 959.13 - Cruelty to animals	
R.C. 2905.11 - Extortion	
R.C. 3716.11 - Placing harmful objects in food or confection	
R.C. 2909.04 - Disrupting public services	
R.C. 2909.05 - Vandalism	
R.C. 2917.01 - Inciting to violence	
R.C. 2917.02 - Aggravated riot	
R.C. 2917.03 - Riot	
R.C. 2917.31 - Inducing panic	
R.C. 2921.03 - Intimidation	
R.C. 2921.34 - Escape	
R.C. 2921.35 - Aiding escape or resistance to authority	
R.C. 2927.12 - Ethnic intimidation	
R.C. 4511.19 - Operating vehicle under the influence of alcohol or drugs – OVI. (A second violation within five years of the date of application for licensure or employment.)	
Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses.	

This is a prescribed form which must be used to meet the requirements of rules 5101:2-12-26 and 5101:2-13-26 of the Administrative Code.
 JFS 01328 (Rev. 8/2008)