



Expanding YOUR Horizons, LLC
Volunteer Application

Expanding YOUR Horizons is an EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

Position Applying For:	Name (Last, First, Middle):		Other names under which you have attended school or been employed:	
Street Address:		City, State & Zip:		
Social Security Number:	Home Phone:	Work Phone:	Other Phone:	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?		
Have you ever been employed by Expanding YOUR Horizons?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:		
Are you related to any current Expanding YOUR Horizons employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?		
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:		
How did you learn about this volunteer opportunity at Expanding YOUR Horizons? Check all that apply:				
<input type="checkbox"/> Ad in newspaper <input type="checkbox"/> Job Bulletin (posting) <input type="checkbox"/> Walk - In <input type="checkbox"/> Website <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:				

EDUCATION

Name of School	City/State	Did you graduate?	Years left to graduate	Date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK/VOLUNTEER EXPERIENCE-Please detail your work/volunteer history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Include full-time military or volunteer commitments.

PLEASE DO NOT complete this information with the notation "See Resume."

PLEASE NOTE: EXPANDING YOUR HORIZONS reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	
		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	
Primary duties:		Reason for Leaving:	
Dates Employed From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	
		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	
Primary duties:		Reason for Leaving:	
Dates Employed From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	
		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	
Primary duties:		Reason for Leaving:	

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Expanding YOUR Horizons to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Expanding YOUR Horizons serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____

Date: _____

Steve Beha, Executive Director

Expanding YOUR Horizons,LLC

34107 SR 681

Albany, Ohio 45710

740.416.1103

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Expanding YOUR Horizons

Statement of Offenses/Convictions

I, _____, have not been convicted of, nor pled guilty to any of the following:

(1) A violation of the following sections of the Revised Code:

- (a) 2903.01 (aggravated murder),
- (b) 2903.02 (murder),
5123:2-1-05.1 5
- (c) 2903.03 (voluntary manslaughter),
- (d) 2903.04 (involuntary manslaughter),
- (e) 2903.11 (felonious assault),
- (f) 2903.12 (aggravated assault),
- (g) 2903.13 (assault),
- (h) 2903.16 (failing to provide for a functionally impaired person),
- (i) 2903.21 (aggravated menacing),
- (j) 2903.34 (patient abuse and neglect),
- (k) 2905.01 (kidnapping),
- (l) 2905.02 (abduction),
- (m) 2905.05 (criminal child enticement),
- (n) 2907.02 (rape),
- (o) 2907.03 (sexual battery),
- (p) 2907.04 (unlawful sexual conduct with a minor, formerly corruption of a minor),
- (q) 2907.05 (gross sexual imposition),
- (r) 2907.06 (sexual imposition),
- (s) 2907.07 (importuning),
- (t) 2907.08 (voyeurism),
- (u) 2907.09 (public indecency),
- (v) 2907.21 (compelling prostitution),
- (w) 2907.22 (promoting prostitution),
- (x) 2907.23 (procuring),
- (y) 2907.25 (prostitution),
5123:2-1-05.1 6
- (z) 2907.31 (disseminating matter harmful to juveniles),
- (aa) 2907.32 (pandering obscenity),
- (bb) 2907.321 (pandering obscenity involving a minor),
- (cc) 2907.322 (pandering sexually oriented matter involving a minor),
- (dd) 2907.323 (illegal use of minor in nudity-oriented material or performance),
- (ee) 2911.01 (aggravated robbery),
- (ff) 2911.02 (robbery),
- (gg) 2911.11 (aggravated burglary),
- (hh) 2911.12 (burglary),

- (ii) 2919.12 (unlawful abortion),
- (jj) 2919.22 (endangering children),
- (kk) 2919.24 (contributing to unruliness or delinquency of child),
- (ll) 2919.25 (domestic violence),
- (mm) 2923.12 (carrying concealed weapon),
- (nn) 2923.13 (having weapons while under disability),
- (oo) 2923.161 (improperly discharging a firearm at or into a habitation or school),
- (pp) 2925.02 (corrupting another with drugs),
- (qq) 2925.03 (trafficking in drugs),
- (rr) 2925.04 (illegal manufacture of drugs or cultivation of marihuana),
- (ss) 2925.05 (funding of drug or marihuana trafficking),
- (tt) 2925.06 (illegal administration or distribution of anabolic steroids),
- (uu) 3716.11 (placing harmful objects in food or confection),
- (vv) 2905.04 (child stealing) as it existed prior to July 1, 1996, 5123:2-1-05.1 7
- (ww) 2919.23 (interference with custody) that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation occurred prior to that date,
- (xx) 2925.11 (possession of drugs) that is not a minor drug possession offense as defined in this rule,
- (yy) Felonious sexual penetration in violation of former section 2907.12 of the Revised Code;
- (2) A felony contained in the Revised Code that is not listed in paragraph (1) of this statement, if the felony bears a direct and substantial relationship to the duties and responsibilities of the position being filled;
- (3) Any offense contained in the Revised Code constituting a misdemeanor of the first degree on the first offense and a felony on a subsequent offense, if the offense bears a direct and substantial relationship to the position being filled and the nature of the services being provided;
- (4) A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States, if the offense is substantially equivalent to any of the offenses listed or described in paragraph (1),(2), or (3) of this statement.

Furthermore, should I become employed by Expanding YOUR Horizons, I agree to notify Expanding YOUR Horizons within fourteen days if, while employed by Expanding YOUR Horizons, I am ever formally charged with, convicted of, or plead guilty to any of the offenses listed or described in paragraphs (1) to (4) of this statement. Failure to report formal charges, a conviction, or a guilty plea may result in being dismissed from employment.

Applicant Name (Print)

Applicant Signature

Date