



List any other job-related skills or certifications that are relevant to the position you are applying for:

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Do you possess a valid motor vehicle driver's License?  Yes  No

**OTTER CREEK CAMPUS REQUIRES A PRE-EMPLOYMENT CRIMINAL BACKGROUND CHECK, CENTRAL REGISTRYCHECK, AND A DRUG SCREENING.**

### Employment Status

List jobs in reverse order starting with your present job. List your entire work history. List promotions as a separate job. This section must be accurate to the best of your knowledge.

1. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
From Mo/Yr: \_\_\_\_\_ To: Mo/Yr: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Title: \_\_\_\_\_  
Last Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_ May we contact:  Yes  No  
Phone: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties and Responsibilities: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
From Mo/Yr: \_\_\_\_\_ To: Mo/Yr: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Title: \_\_\_\_\_  
Last Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_ May we contact:  Yes  No  
Phone: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties and Responsibilities: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
From Mo/Yr: \_\_\_\_\_ To: Mo/Yr: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Title: \_\_\_\_\_  
Last Salary: \_\_\_\_\_ Supervisor: \_\_\_\_\_ May we contact:  Yes  No  
Phone: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties and Responsibilities: \_\_\_\_\_

Neither this application nor an interview constitutes a contract of employment and if hired, all employees of Otter Creek Campus are employees-at-will who may quit for any or no reason and may be terminated at any time for any or no reason.

### Certification of Application

I certify that the information in this application is accurate and complete to the best of my knowledge. I am aware that any information supplied on this application that is false may remove me from consideration for employment with Otter Creek Campus, and future findings of false information may result in dismissal. I am authorizing agents of Otter Creek Academy, to investigate my employability with the agency by contacting all individuals, organizations, and/or agencies listed on this application. I also understand that Otter Creek Campus is a drug free workplace and that I might be tested for substance abuse prior to appointment and at any other time requested by Otter Creek Campus.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Otter Creek Campus does not discriminate on the basis of race, color, sex, religion, age, national origin, or disability in the determination of employment within the agency. Upon request, reasonable accommodation will be provided. Information concerning the provisions of the Americans With Disabilities Act is available at the Human Resource Office.

**AT-WILL EMPLOYMENT DISCLAIMER**  
**Application for Employment**

Employment with Foothills Academy, Incorporated, Otter creek Management LLC, or Otter Creek Academy is strictly on an AT-WILL basis. Foothills Academy, Incorporated, Otter Creek Management LLC and Otter Creek Academy specifically adopts and incorporates herein the law as provided in Firestone Textile Co. Div., Firestone Tire and Rubber Co. v. Meadows, 666 S.W.2d 730 (ky. 1983).

As such absolutely nothing contained in this Application for Employment shall be construed in any manner whatsoever as a contract of employment, a binding contract or a contract exception to the employment at-will doctrine.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMMONWEALTH OF KENTUCKY**  
**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**

**CENTRAL REGISTRY CHECK**

**FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE/NEGLECT (CA/N) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM. PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:**

- Child-Placing Agency (Foster/Adoption/Independent Living) Employee or Volunteer (Required by 922 KAR 1:310)
- Residential Child-Caring Facility Employee or Volunteer (Required by 922 KAR 1:300)  
(Institution/Group Home/Emergency)
- Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member  
(Required by KRS 160.380)
- Private, Parochial, or Church School Employee or Student Teacher  
(Permitted by KRS 160.151)
- Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383)
- Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352)
- Supports for Community Living (SCL) Employee [(Required by 907 KAR 12:010)
- Michelle P. Waiver (Required by 907 KAR 1:835)
- Home and Community Based (HCB) Waiver (Required by 907 KAR 1:160 and 7:010)
- Acquired Brain Injury Waiver Services (Required by 907 KAR 3:090)
- Children’s Advocacy Center (Required by 922 KAR 1:580)
- Court Appointed Special Advocate (CASA) (Required by KRS 620.515)
- Personal Care Attendant (Required by 910 KAR 1:090)

**Other**

If you are requesting this check due to it being required for an out of state employer, please include the statutory or regulatory authority for that state that requires the check be completed.  
If none of the above categories are applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request.  
If a regulation or statute is not listed, your request will be cancelled and no refund will be issued.

PERSONAL INFORMATION REGARDING THE INDIVIDUAL SUBMITTING TO A CHILD ABUSE OR NEGLECT CHECK (Please print and submit identifying information such as a copy of your driver’s license, social security card/individual taxpayer ID, passport, work ID, or birth certificate):  
If you are under the age of 18, you MUST upload a parental consent form.

NAME: \_\_\_\_\_  
(first) (middle) (maiden/nickname/other) (last)

Sex: \_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security/Individual Taxpayer Identification #: \_\_\_\_\_

Date of Initial Hire: \_\_\_\_\_

Current Address: \_\_\_\_\_  
City State Zip Code

Living at the current address longer than 5 years?  Yes (please list below)  No

Previous Address: \_\_\_\_\_  
City State Zip Code

Previous Address: \_\_\_\_\_  
City State Zip Code



**CENTRAL REGISTRY CHECK**

**Previous Address:** \_\_\_\_\_

City State Zip Code

**Previous Address:** \_\_\_\_\_

City State Zip Code

Use another sheet of paper, if necessary.

A credit or debit card payment in the amount of ten dollars (\$10.00) must accompany your request to process a Child Abuse or Neglect Check. The Child Abuse or Neglect Check will NOT be processed without payment.

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and to submit the results of the check to me and, on my behalf, to the employer or agency listed below. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud.

\_\_\_\_\_  
Signature of the Individual Submitting to the Child Abuse or Neglect Check Date

The individual authorizing a Child Abuse or Neglect check may submit a CHFS-305, Authorization for Disclosure of Protected Information, authorizing the Cabinet for Health and Family Services to disclose additional information regarding a finding to the employer or agency listed below should the employer or agency request additional information pursuant to 922 KAR 1:510, Authorization for disclosure of protection and permanency records.

In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency:

**NAME OF EMPLOYER/AGENCY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**RESULTS OF CHILD ABUSE OR NEGLECT CHECK [FOR OFFICIAL USE ONLY]**  
 No reportable incident found in accordance with 922 KAR 1:470  
 Substantiated child abuse found on the registry Date of substantiated finding: \_\_\_\_\_  
 Substantiated child neglect found on the registry Date of substantiated finding: \_\_\_\_\_  
 The substantiated abuse or neglect finding relates to sexual abuse, sexual exploitation, a child fatality, near fatality, or involuntary termination of parental rights  Yes  No  
 A matter subject to administrative review found in accordance with 922 KAR 1:470  
**CHECK CONDUCTED ON** \_\_\_\_\_ **BY** \_\_\_\_\_