

**YOURS TO KEEP**

**IMPORTANT**

**A negative drug screen urine test must be obtained before an offer of employment can be made.**

**A criminal background check shall be conducted through the Bureau of Criminal Identification and Investigation on any individual who is under final consideration for employment. A fee of \$22 (state) and/or \$24 (federal) must be paid by the full time employee or he/she will not be considered for employment. Volunteer and intermittent background checks will be funded by the Board.**

This is our Ohio Civil Service Application packet. Please make note of the following directions in filling out these papers.

- Civil Service Examinations are generally not necessary to this agency.
- Equal Employment Opportunity Information will be used in our federal EEO reports and would be provided by you on a *voluntary* basis. Please note the notice on the application.
- BCI Affidavit is an information packet which must be formally acknowledged with your signature and initials and notarized. We have notary service on premises free-of-charge.
- Reference Check papers are required and will be reviewed by the Superintendent prior to hire. Please fill in the highlighted areas on all three forms. These forms will be sent to or verbal verification will be completed with previous employers and personal/professional references.

We appreciate your interest in being a part of the MARCA team of caring professionals in service to Marion County citizens with mental retardation and developmental disabilities.