



The City of
Brooklyn · Ohio

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To: All New Recreation Employees 18 years of age and older

From: Maria McGinty

Please be advised that the City of Brooklyn is going to perform background checks on all individuals 18 years of age and older for volunteer and/or seasonal and/or part time positions in the Recreation Department. The City reserves the right to continue performing background checks on these individuals and other individuals unless specifically precluded by law and/or contract. The administration absolutely maintains that the safety of the children is in everybody's interest.

Maria McGinty

Recreation Manager

City of Brooklyn

Authorization For Background Conviction Search

All new City of Brooklyn Recreation Department employees or volunteer coaches 18 year of age or over are required to undergo a Background Conviction Search.

1. An individual is automatically disqualified from coaching, assisting or supervising if he or she has been convicted of or found guilty of any felony level sex offense contained within the Ohio R.C. Chapter 2907 if that conviction occurred within the past ten years.
2. An individual is automatically disqualified from coaching, assisting or supervising if he or she has been convicted of or found guilty of any felony within Ohio R.C. Chapter 2903 if that conviction occurred within the past ten years.
3. An individual is automatically disqualified from coaching, assisting or supervising if he or she has been convicted of or found guilty of domestic violence as defined in Ohio R.C 2919.25(A)) and (B) within the past ten years.
4. Other convictions will be relevant in determining whether an individual is qualified to volunteer and/or be employed by the Brooklyn Recreation Department. The following criteria will be utilized in making this determination.
 - a. The victim was not under age 18:
 - b. At least 5 years have elapsed since he applicant was fully discharged or had the record sealed:
 - c. The applicant provides written confirmation by a court, parole officer and/or counselor that the applicant has been rehabilitated:
 - d. The applicant's hiring will not jeopardize in any way the health, safety or welfare of the persons served by the program. The following factors may be considered in determining whether the applicant's hiring will jeopardize the persons served by the program.
 - e. The applicant's age and the time of the offense
 - f. The age and ability of the victim
 - g. The nature and seriousness of the offense
 - h. The circumstances under which the offense was committed
 - i. The degree to which the applicant participated in the offense
 - j. The time elapsed since the applicant was fully discharged form imprisonment, probation and parole
 - k. The likelihood that the circumstances leading to the offense will recur
 - l. Whether the applicant is a recent offender
 - m. The extent to which the position applied for provides an opportunity for the commission of a prohibited offense, (see list above)
 - n. The applicant's employment record
 - o. The applicant efforts a rehabilitation and the results of those efforts
 - p. Whether any criminal proceedings are pending against the defendant
 - q. All other relevant factors

City of Brooklyn

Background Check Application Form

A decision to exclude any person based upon the enclosed criteria is final. By submitting this application I, the applicant agree (in return for being permitted employment or volunteer status) that if any of the foregoing information is incorrect, I will forever indemnify and hold the City of Brooklyn harmless for any act of omissions on my behalf as they relate to any incorrect information I have provided.

Volunteer or Position Desired: _____

Last Name: _____ First name: _____ M.I.: _____

Other Names (Maiden, Alias, etc.): _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Male: _____ Female: _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____

Driver's License #: _____ State: _____ Expiration Date: _____

Previous Address: (List address if not at current address for 5 years)

Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Present Employer: _____

Name of Company

Beginning Date of Employment

Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Position: _____ Name of Supervisor: _____

In case of an emergency who should we contact?

Name: _____ phone: _____

Have you ever been arrested, charged, or convicted of a crime? No: _____ Yes: _____

Please explain: _____

I AGREE AS A CONDITION OF EMPLOYEMENT OR VOLUNTEER STATUS TO AUTHORIZE THE CITY OF THE BROOKLYN RECREATION DEPARTMENT TO CONDUCT A BACKGROUND CONVICTION SEARCH ON THE ABOVE CANDIDATE, AND TO CONTINUE TO PERFORM SAID BACKGROUND CHECKS AT THE CITY OF BROOKLYN SOLE DISCRETION.

Signature of Candidate: _____ Date: _____