

TO BE ATTACHED TO ALL APPLICATIONS

Because Our Family is a non-profit social service agency, and because of the nature of its funding sources, the Board of Directors has adopted the following policy:

That employment is "employment-at-will" and that only the Director of the Agency or the Chairman of the Board is authorized to offer employment. If employed, my employment does not constitute any contractual relationship and is terminable at any time by the employer or myself. I further understand that no supervisor has any authority to, and cannot, enter into any agreement, written or oral, and no representations made either before or during employment can change or modify this non-contractual policy. Only the Director or the Chairman of the Board has authority to offer employment.

All patents, copyrights, manuals or program models, or other written material resulting from Our Family work by employees or contracted for in the name of the agency or its associated programs, shall remain the property of Our Family. Employees shall not engage in outside conflicting employment or use Our Family material or models without permission of the Director.

All employees are fingerprinted through the Department of Public Safety and must receive a Fingerprint Clearance Card.

A person who is subject to registration as a sex offender in this state or who is awaiting trial on or who has been convicted of committing or attempting or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state is precluded from receiving a fingerprint clearance card:

1. Sexual abuse of a minor or vulnerable adult
2. Incest
3. First or second degree murder
4. Sexual assault
5. Sexual exploitation of a minor or vulnerable adult
6. Commercial sexual exploitation of a minor or vulnerable adult
7. Child Prostitution
8. Child abuse
9. Neglect or abuse of a vulnerable adult
10. Sexual conduct with a minor
11. Molestation of a child or vulnerable adult
12. A dangerous crime against children
13. Exploitation of minors involving drug offenses
14. Taking a child for the purposes of prostitution

A person who is awaiting trial on or who has been convicted of committing or attempting or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state is precluded from receiving a fingerprint clearance card, except that the person may petition the Board of Fingerprinting for a good cause exception:

1. Manslaughter
2. Endangerment
3. Threatening or intimidating
4. Assault
5. Unlawfully administering intoxicating liquors, narcotic drugs or dangerous drugs
6. Assault by vicious animals
7. Drive by shooting
8. Assaults on officers or fire fighters
9. Discharging a firearm at a structure
10. Indecent exposure
11. Public sexual indecency
12. Aggravated criminal damage
13. Theft
14. Theft by extortion
15. Shoplifting
16. Forgery
17. Criminal possession of a forgery device
18. Obtaining a signature by deception
19. Criminal impersonation
20. Theft of a credit card or obtaining a credit card by fraudulent means
21. Receipt of anything of value obtained by fraudulent use of a credit card

22. Forgery of a credit card
23. Fraudulent use of a credit card
24. Possession of any machinery, plate or other contrivance or incomplete credit card
25. False statement as to financial condition or identity to obtain a credit card
26. Fraud by persons authorized to provide goods or services
27. Credit card transaction record theft
28. Misconduct involving weapons or explosives
29. Depositing explosives
30. Misconduct involving simulated explosive devices
31. Concealed weapon violation
32. Enticement of any persons for purposes of prostitution
33. Procurement by false pretenses of any person for purposes of prostitution
34. Procuring or placing persons in a house of prostitution
35. Receiving earnings of a prostitute
36. Causing one's spouse to become a prostitute
37. Detention of persons in a house of prostitution for debt
38. Keeping or residing in a house of prostitution or employment in prostitution
39. Pandering
40. Transporting persons for the purpose of prostitution or other immoral purposes
41. Possession and sale of peyote
42. Possession and sale of a vapor-releasing substance containing a toxic substance
43. Sale of precursor chemicals
44. Possession, use or sale of marijuana, dangerous drugs or narcotic drugs
45. Manufacture or distribution of an imitation controlled substance
46. Manufacture or distribution of an imitation prescription-only drug
47. Manufacture or distribution of an imitation over the counter drug
48. Possession or possession with the intent to use an imitation controlled substance
49. Possession or possession with intent to use an imitation prescription-only drug
50. Possession or possession with intent to use an imitation over-the-counter drug
51. Manufacture of certain substances and drugs by certain means
52. Adding poison or other harmful substance to food, drink or medicine
53. A criminal offence involving criminal trespass and burglary
54. A criminal offence involving organized crime and fraud
55. Child neglect
56. Misdemeanor offenses involving contribution to the delinquency of a minor
57. Offenses involving domestic violence
58. Arson
59. Kidnapping
60. Felony offenses involving sale, distribution or transportation of offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs
61. Robbery
62. Aggravated assault
63. Felony offenses involving contributing to the delinquency of a minor

A person who is awaiting trial or who has been convicted of committing or attempting or conspiring to commit a "Driving Under the Influence" Violation in this state or the or similar offense in another state or jurisdiction within five years from the date of applying for a fingerprint clearance card is precluded from driving any vehicle to transport employees or clients of the employees agency as a part of the persons employment. The subsection does not preclude a person from driving a vehicle alone as part of the person's employment.

Reasonable accommodation and alternative format are available upon request .Call (520) 323-1708. Our Family is an Equal Opportunity Employer