



Specialized Substance Use and Mental Health Treatment Services for Adolescents and Young Adults  
Est. 1990

**Fax or Mail Application**  
1333 NW 9<sup>th</sup> St  
Prineville, OR  
97754  
Phone: 541-447-2631  
Toll Free: 888-532-6247  
Fax: 541-447-2616  
[www.rimrocktrails.org](http://www.rimrocktrails.org)

## Employment Application

<b>NAME:</b>	<b>DATE:</b>
<b>ADDRESS:</b>	<b>TEL #</b>
<b>CITY, ST, ZIP</b>	<b>CELL/MSG #</b>
	<b>E-MAIL:</b>

**How did you hear about us?**     Newspaper     Website  
 Employment Dept     Friend/Relative     Yellow Pages     Other \_\_\_\_\_

**Have you ever applied with Rimrock?**     YES     NO

**If YES, When did you apply?** \_\_\_\_\_

**What position are you seeking?** \_\_\_\_\_

**Where did you learn about this job opening?** \_\_\_\_\_

**Experience: How many years/months of verifiable experience do you have in the following areas?**

Addictions Treatment \_\_\_\_\_ Mental Health \_\_\_\_\_ Behavioral Health \_\_\_\_\_ Clinical Supervision \_\_\_\_\_  
Supervisor/Management \_\_\_\_\_ Other Care Giving \_\_\_\_\_ Food Service \_\_\_\_\_  
Maintenance/Janitorial \_\_\_\_\_ Admin Assistant \_\_\_\_\_ Customer Service \_\_\_\_\_ Data Entry \_\_\_\_\_  
General Office Clerical \_\_\_\_\_ Office Manager \_\_\_\_\_ Receptionist \_\_\_\_\_ Clerical \_\_\_\_\_  
Payroll \_\_\_\_\_ Bookkeeping \_\_\_\_\_ A/R \_\_\_\_\_ A/P \_\_\_\_\_  
Other Professional: \_\_\_\_\_

**Area willing to travel for work:**     Redmond     Madras     LaPine     Sisters     Prineville

**Type of employment you are seeking:**     Full Time     Part Time     On-Call/Relief

**What shifts are you available to work?**     1<sup>st</sup> (Days)     2<sup>nd</sup> (Swing)     3<sup>rd</sup> (Graveyard)

**What is the lowest wage you are willing to accept?** \$ \_\_\_\_\_

**Verifiable work history for the last 6 months?**     YES     NO    If no, Why? \_\_\_\_\_

**Do you have a valid Driver's License?**     YES     NO

**Do you have an insurable Driving Record?**     YES     NO

**Are you 18 years of age or older**     YES     NO

**If in recovery; at least two years of verifiable sobriety?**     YES     NO     Not applicable

**Notes:**

# Employment History

Please fill out with **DETAIL** even if you have a resume

LAST EMPLOYER:	Phone #:
Street Address:	Title / Duties:
City, State, Zip:	
County:	
Supervisor:	Dates to
Reason for Leaving:	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYER 2:	Phone #:
Street Address:	Title / Duties:
City, State, Zip:	
County:	
Supervisor:	Dates to
Reason for Leaving:	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYER 3:	Phone #:
Street Address:	Title / Duties:
City, State, Zip:	
County:	
Supervisor:	Dates to
Reason for Leaving:	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

<p>1)List any other work (including self-employment &amp; volunteer).</p> <p>2)List additional experience, skills you may not have listed above.</p> <p>3)Explain any gaps in your employment.</p>
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# Education History

<b>High School Graduate:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> GED <input type="checkbox"/> Name of school: _____ Location: _____	
<b>College Degrees Completed:</b> <input type="checkbox"/> Associates _____ <input type="checkbox"/> Bachelor _____ <input type="checkbox"/> Masters _____ <input type="checkbox"/> Doctorate _____ <input type="checkbox"/> Other _____	
Certifications and Licenses: _____	
Name of College(s) Schools: _____	
Major areas of study: _____	

## References

(Please include three *Professional* (unrelated) references)

Reference #1 Name:	<b>*Office Use Only*</b> Reference checked?    yes <input type="checkbox"/> no <input type="checkbox"/>
Relationship:	Details:
Address and Phone#:	
Years Acquainted:	

Reference #2 Name:	<b>*Office Use Only*</b> Reference checked?    yes <input type="checkbox"/> no <input type="checkbox"/>
Relationship:	Details:
Address and Phone#:	
Years Acquainted:	

Reference #3 Name:	<b>*Office Use Only*</b> Reference checked?    yes <input type="checkbox"/> no <input type="checkbox"/>
Relationship:	Details:
Address and Phone#:	
Years Acquainted:	

**Your signature on this Employment History Screening authorizes Rimrock Trails ATS (BBSI) to check your professional references and past employers that you identified and approved of on this application. You authorize your present and former employers to release, whether or not it is in their records, to Rimrock/BBSI any information requested by Rimrock/BBSI. You indemnify and hold harmless any person or entity from all liability for any damage whatsoever for issuing this information.**

<b>Signature:</b> _____	<b>Date:</b> _____
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## DRUG AND ALCOHOL FREE WORKPLACE

Individuals have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug or alcohol abuse. Individuals who abuse drugs or alcohol are a danger to themselves, our clients and to others. Rimrock Trails is committed to maintaining a safe and healthy workforce, free from the influence of substance use, misuse and abuse. This policy applies to agency employees; which includes contractors, volunteers, and board members/directors.

The use of mind altering substances, including the abuse of alcohol by employees on or off duty significantly increases risks to the agency and the services we provide. In addition, substance use on or off duty tends to make employees less productive, less motivated, less attentive, less reliable, and prone to greater absenteeism and injury; all of which can jeopardize the core functioning of our agency in terms of potential costs, delay and risks in providing services for youth in our care and supervision. Ultimately, employee substance use threatens the agency's ability to safely and effectively provide services to youth and families.

This agency does not tolerate any use of illegal or mind altering substances that will imperil the health and well-being of employees or threaten our services to youth and families. Any employee engaging in the sale, purchase, transfer, possession, or use of illegal substances on or off-the-job which could jeopardize the safety of other employees, clients, the public, or the organization is subject to disciplinary action, most likely including termination. Rimrock Trails may bring the matter to the attention of appropriate law enforcement authorities.

### Federally Controlled Substances/Marijuana:

The use, manufacturing, distribution or sale of marijuana is against Federal Law. Congress has determined that marijuana is a dangerous drug with no proven medical benefit. The illegal distribution and sale of marijuana is a serious crime. No State can authorize violations of Federal law. **Rimrock Trails is licensed by the Oregon Health Authority and receives Federal dollars to provide services to individuals with substance use disorders. The Oregon Health Authority requires compliance with the Drug Free Workplace Act of 1988 when Federal dollars are being received. Therefore, the use of any illegal substances, including marijuana (medical or recreational) during employment at Rimrock Trails Treatment Services is prohibited by Federal Drug Free Workplace Laws.** As a provider receiving Federal dollars we are permitted by law to set a policy concerning marijuana use and drug screening as we see fit.

Recovering Individuals: In accordance with Oregon Administrative Rules, for individuals recovering from a substance use related disorder: Any applicant, employee, board member, volunteer, contractor or person hired must be able to demonstrate documented continuous sobriety under nonresidential, independent living conditions for the immediate past two years.

### Prescription Medications:

Any employee who is prescribed or using prescription medications such as opiate, barbiturates, marijuana, benzodiazepines, or over-the-counter drugs that may impair the employee's ability to safely perform the job or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

### Drug related offenses including DUII:

Employees must notify administration immediately of any criminal drug statute arrest or conviction. Criminal convictions resulting in incarceration and/or the suspension or revocation of a job-required driver's license will be subject to disciplinary action, up to and including termination.

Criminal related offenses include, possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance; driving a vehicle while under the influence of alcohol, illegal or controlled substances; distribution, sale, or purchase of an illegal or controlled substance. We define "under the influence" as having any detectable level of alcohol or drugs in an employee's body, or any noticeable or perceptible impairment of the employee's mental or physical functioning. We define "controlled substance" as all controlled substances listed on the Federal Controlled Substance Act, to include marijuana and all drugs not approved for use by the US Food and Drug Administration.

In order to enforce this policy and ensure the safety of others, Rimrock Trails reserves the right to conduct searches of company property or individuals and/or their personal property, require urine or oral drug screens, and implement other measures necessary to deter and detect abuse of this policy.

**Your signature indicates your consent and understanding that part of the hiring process for employment with Rimrock Trails includes testing for both alcohol and controlled substances. You further understand that to complete the application process, and assure continued employment, you must participate, when requested, in this testing. You consent to urinalysis or oral fluid testing and recognize that the results of an analysis of this testing will be provided to Rimrock Trails and will be used to determine your suitability for employment/continued employment. You indemnify and hold harmless any person or entity from all liability for any damage whatsoever for issuing this information.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CONFIDENTIALITY**

**Each employee is responsible for safeguarding confidential information of clients obtained during employment.**

In the course of your work, you may have access to confidential information regarding Rimrock Trails ATS, its suppliers, its clients, or perhaps even fellow employees. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, resulted in the establishment of HIPAA Privacy Rule in December of 2000. The HIPAA Privacy Rule 42 CFR is a federal rule designed to protect individuals' medical records and other personal health information. This federal law provides further requirements and restrictions in addition to the confidentiality provisions set out in the confidentiality policy.

**Your signature indicates your understanding that as part of your employment, federal regulations regarding confidentiality of client's protected health information are applicable to you. You further understand that you are personally liable under the Federal Confidentiality Regulations for any unauthorized disclosure and subject to penalties for doing so.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BACKGROUND CHECKS**

Rimrock Trails is licensed by the State of Oregon to provide drug and alcohol treatment services to youth ages 12-17. As a policy we complete criminal background checks on all applicants prior to employment and at other times during employment as necessary. This may include but is not limited to an Oregon criminal records check, a national criminal records check through the use of fingerprint cards and other state-specific criminal records check. The purpose of these policies is to provide screening for individuals to determine if they have a history of criminal or abusive behavior such as that they should not be allowed to work, volunteer, or be employed by Rimrock Trails. Records are evaluated by the Oregon Department of Human Services on behalf of the agency for potentially disqualifying conditions when conducting fitness determination. Depending on the position applied for background information might include your driving record and your credit report.

**Your signature authorizes Rimrock Trails ATS (BBSI) to perform background checks as required for the position applied for. Furthermore, your signature indicates your understanding that the information obtained from the background checks will be used to determine your eligibility and consideration for employment. You indemnify and hold harmless any person or entity from all liability for any damage whatsoever for issuing this information.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Any of the following would make an individual ineligible for hire with Rimrock Trails:**

(In accordance with Oregon Administrative Rules Chapter 415 Division 12)

1. **Within the previous three years you have been convicted of:**
  - **Any crime or violation under ORS chapter 475 including but not limited to the Uniform Controlled Substances Act or under ORS 813.010 driving under the influence of intoxicants;**
  - **A substantially similar crime or violation in any other state; or**
  - **Any felony**
2. **Within the past three years you have entered into a diversion agreement under ORS 813.010 or 135.907 through 135.921 or a diversion agreement under a substantially similar law in any other state.**
3. **An invalid Oregon driver's license and/or a driving record that precludes insurability by our insurance carrier.**
4. **Recovering Individuals: For an individual recovering from a substance use related disorder: Any applicant or person hired must be able to demonstrate documented continuous sobriety under nonresidential, independent living conditions for the immediate past two years.**
5. **Failure to pass a Department of Human Services criminal background check.**