

Procedure Title:**Employment Status & Records****PROCEDURE NUMBER: 2-0-8****Policy Title:****Employment Applications****Effective Date:**

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone relies upon accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data will result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

NOTES: