

# *Fretzpark Homes*

## Job Description

**Job Title:** House Manager  
**Department:** Management  
**Reports To:** Program Coordinators  
**FLSA Status:** Non-Exempt  
**Reviewed By:** Executive Committee  
**Approved By:** Executive Committee

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### **SUMMARY**

Directs and coordinates activities of the recipient in accordance with DDS is responsible for the supervision, coordination, and monitoring of the services provided by the contract agency to a service recipient. The Home manager is accountable to the Program Coordinator for the implementation of the Home manager's job responsibilities to maintain and assure the continual efficient functioning of the home.

### **ESSENTIAL DUTIES, FUNCTIONS and RESPONSIBILITIES**

To supervise support staff assigned to the site.

To recommend to the Program Coordinator the commending, disciplining and termination of members of the staff and to submit all related paperwork.

To assure that all shifts are properly manned with qualified staff per requirements in the IP of the service recipient's contract.

To assure there is an appropriate supply of food for the site's service recipients and it is stored and maintained in a safe and sanitary manner.

To maintain a four-day emergency food supply which shows the date acquired. This supply is to be rotated every six months.

Document and consult with the Program Coordinator on all problems affecting the home, i.e. staffing, behaviors, canceled activities, transportation problems, medication errors, etc.

To assure the following Emergency Policy and Procedures are complied with by all staff at the site.

- a. One fire drill to be conducted on each shift every month and documented on the "Fire Procedure" Form.
- b. One tornado drill to be conducted at least once each shift, early in the tornado season (April-June).
- c. Conduct a check once every week and document the operational ready status of smoke alarms, flashlights (or other emergency lights as required) and fire extinguisher(s) to ensure they are fully functioning.

To monitor and review the service recipient's programs daily to ensure all staff are properly documenting program related actions and activities. Any shortcoming in data collection or implementation is to be brought immediately to the attention of the Program Coordinator for direction.

Responsible to submit all required monthly information/documentation as required by the operations office.

To responsibly maintain and send petty cash and keep appropriate records and receipts according to agency policies and procedures.

To monitor expenses and money spent to assure the operation of the home remains within the budget for the home.

## *Fretzpark Homes*

To ensure the staff members know how to fill out and maintain time sheets, correctly prepare and complete their time sheets and that they turn these into the main office at the appropriate time.

To ensure staff members know how to fill out and maintain Mileage Reports accurately, according to agency policies and procedures and to ensure these are prepared correctly and turned into the main office as required.

To ensure Incident Reports are documented and completed accurately, according to agency policies and procedures, and assure these are turned into the designated Program Coordinator within 24 hours of the incident.

To attend all staff meetings, monthly Home Manager Meetings and other meetings as required by the Program Coordinator.

To accurately work and perform all duties and required actions during the hours assigned and required by the Home Budget.

To preview, monitor and authorize all expense requirements before the money is spent by staff for items required in the home.

Document and consult with the Program Coordinator on all problems affecting the home.

Will be responsible to coordinate home staff meetings and report on home operations to the Program Coordinator monthly.

Will be responsible to participate in committee meetings as assigned.

Will act consistently as an appropriate role model for all staff and service recipients.

Will be an advocate for all service recipients at all times.

Will assist the Program Coordinator in providing emergency backup coverage.

May delegate duties to direct care staff to assure the quality of the home environment and welfare of the residents.

Will orientate and train all new staff to the individual needs of the home and service recipients and provide all required documentation of completed training.

Will coordinate schedules for meeting service recipients' medical, dental, psychological and general needs.

Will be directly responsible for on-going home van maintenance.

Will maintain the service recipient's medical and program records accurately.

Will maintain an adequate supply of the service recipient's medications.

Will maintain positive working relationships with service recipients, peers, Interdisciplinary Team members, guardians, and other professional agency personnel.

Will implement disciplinary action as stated in Fretzpark Homes, Inc.'s guidelines upon approval by the Program Coordinator.

Will complete all tasks delegated to them by their Program Coordinator.

To carry out all other assignments required by the operation of the home, in the interest of the service recipient, or as needed in the operation of the agency and as required by the Program Coordinator.

To ensure full and complete compliance with all City, State and Federal laws.

Complete any other duties deemed necessary by management.

## **SUPERVISORY RESPONSIBILITIES**

**Supervises staff in home to ensure recipients' plans are being followed.**

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **LEADERSHIP, CHANGE MANAGEMENT and PERSONAL EFFECTIVENESS**

Demonstrates a strong self-initiative and self-motivation.

Demonstrates the ability to influence and enlist support.

Demonstrates ability to coach subordinate personnel.

Demonstrates effective time, organizational and prioritization skills.

Demonstrates team skills and respects differences.

Demonstrates adherence to professional standards including ethics, confidentiality, privacy and conflict of interest.

## **EDUCATION and/or EXPERIENCE**

Individuals must be at least 18 years of age; a high school diploma is preferred. Must have at least six months' experience working with developmentally disabled individuals.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **OTHER QUALIFICATIONS**

Three- letters of reference.

## **CERTIFICATES, LICENSES and/or REGISTRATIONS**

Maintains a valid Driver's License, reliable vehicle with insurance coverage in accord with state and agency requirements.

**TRAINING**

Foundations, ETL 1, Job Specific, Health care Coordinating training, Residential Health and safety course, Individual plan module, Quality Assurance Module, M.A.T, Individual specific Training, PA1, PA 2, Meal Time Challenges, MOPI, and completes all direct care support staff training in accordance with OAC 340:100-3-38.1

Annual training complete 20 hours of approved training to include 12 hrs. of supervisory training if supervise staff.

**PHYSICAL DEMANDS**

**Includes Standing and Walking/Bending/Carrying/Lifting/Hand/Finger Dexterity/Kneeling/Vision/Hearing**

**Sedentary \_\_\_ Light \_\_\_ Medium \_\_\_ Heavy X Very Heavy \_\_\_**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS**

**Includes Exposure to hazardous risks, work environment conditions**

**Low \_\_\_ Moderate X High \_\_\_**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Very limited exposure to physical risk.

**SECURITY**

Adheres to the agency’s Confidentiality, Privacy and Conflict of Interest policies and procedures.

**SUPERVISION RECEIVED**

The House Manager is hired, supervised and evaluated by the Program Coordinators.

\_\_\_\_\_  
House Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior PC

\_\_\_\_\_  
Date



# Fretzpark Homes, Inc.

4232 N. Santa Fe, Oklahoma City, OK 73118  
Ph: (405) 521-8232 Fax: (405) 521-8803



## APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

How did you find out about our company? \_\_\_\_\_

Have you ever been employed here before? NO (\_\_\_) YES (\_\_\_) When? \_\_\_\_\_

Are you interested in Full-Time or Part-Time work? \_\_\_\_\_

What hours/days are you available to work? \_\_\_\_\_

Salary or Hourly rate expected? \_\_\_\_\_

Are you legally eligible to work in the United States? NO (\_\_\_) YES (\_\_\_) (if yes, proof is required)

Do you have a valid Drivers License? NO (\_\_\_) YES (\_\_\_) If yes, what state: \_\_\_\_\_

Have you ever been convicted of an offence greater than a minor traffic violation? (Conviction will not necessarily disqualify an applicant from employment.)

NO (\_\_\_) YES (\_\_\_) If yes, please explain: \_\_\_\_\_

Are there any current criminal charges against you? NO (\_\_\_) YES (\_\_\_)

If yes, please explain: \_\_\_\_\_

Are you related to anyone employed by this agency? NO (\_\_\_) YES (\_\_\_)

If yes, whom? \_\_\_\_\_ Relationship: \_\_\_\_\_

### EDUCATIONAL BACKGROUND

School	Name & Location	Course of Study	Graduate?	Degree or Diploma
High School				
College				
Graduate School				
Other				

# EMPLOYMENT EXPERIENCE

List your most recent employer first. Please go back to the beginning of your work history or at least 10 years. Attach additional page if necessary.

Company Name & Address	Phone Number	Supervisor's Name	Job Duties	From Mo/Yr	To Mo/Yr	Reason for Leaving

Have you worked before with people who have developmental disabilities?

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Please check (x) any of the below training in which you are currently certified (you must have certificate):

- Foundations( )    CPR( )    First Aid( )    MAT( )    ETL 1( )    ETL 2( )  
 PA 1( )    PA 2( )    Health Day 1( )    Health Day 2( )    Skill Building( )  
 Ethical/Legal( )    Nuts & Bolts( )    Connections( )    Communications( )  
 IP Training( )    Mealtime Challenges( )

Other Certifications:

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Fretzpark Homes primary purpose is to assist persons with developmental Disabilities to reach their highest potential in everyday settings. Part of the training and job requirements to work with this population does require each individual to be able to bend at the waist, kneel, stoop, and lift 50 pounds.

Can you perform these essential job requirements either with or without reasonable accommodation?

NO ( )    YES ( )

If assistance is necessary, what assistance is required?

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APPLICANT'S STATEMENT and CONDITIONS OF EMPLOYMENT

**(Please read carefully before signing.)**

*I understand that an investigative consumer report involving information concerning my character, employment history, general reputation, police record, personal habits, mode of living, credit rating and indebtedness may be obtained prior to any final offer of employment. Upon a timely written request to the personnel department of the company, the nature and scope of the report will be disclosed to me.*

*I certify that the answers given by me in this employment application are true, correct and complete. I agree that the company shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application. Moreover, I understand that all offers of employment are contingent upon passing the company's prescribed physical examination and drug screening.*

*I agree, as a condition of my employment (should I be employed by the Company), to submit to a medical examination if requested and based on the position that I accept, I further agree to the search or examination of myself or personal property while on the company's premises or while conducting its business elsewhere. I also authorize any company, school, police or security personnel, or other person to give any information regarding my employment, habits, ability, or any other characteristics whatsoever, together with any information they have regarding me whether or not it is in their records. I hereby release all physicians, examiners, companies, schools, or other persons from liability for any damages whatsoever for such testing, examining, or issuing this information. It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates the company to employ me.*

*In the event of employment, I will comply with all company rules and regulations as established from time to time including the company's substance abuse policy. I am willing to work all assigned overtime or other special work assignments as requested by the company. Furthermore, since the company does not offer contracts of employment (unless signed by the President), I understand that nothing contained herein is intended to create a contract between the company and me for either employment or the provision of any compensation or benefits. I understand that I have the right to terminate my employment at any time and likewise, the company has the same right.*

*I hereby understand and acknowledge that any employment relationship with this Company is of an "At-Will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without notice, and with or without cause. It is further understood that this "At-Will" employment relationship may not be changed by any written document or by verbal agreement unless such change is specifically acknowledged in writing by an authorized Executive of this Company. I also understand that Fretzpark Homes, Inc. retains the right to amend, modify, add, or delete any or all policies or procedures at its sole and absolute discretion.*

*During my employment with Fretzpark Homes, Inc. and after my employment ends, I agree not to disclose any confidential or proprietary information regarding operating and trade secrets. I further agree that with respect to any civil litigation involving Fretzpark Homes, Inc. in which I am a potential witness and which does not involve an actual or potential claim by me personally, I will not discuss the facts of the case with any third parties without first notifying Fretzpark Homes, Inc. or unless a representative or attorney of Fretzpark Homes, Inc. is present. A copy of this form may be used as the original. The use of results from this form and/or tests will be used for prudent employment decisions.*

**Applicant's Signature:** \_\_\_\_\_

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



## Employment Application Supplement



### General Information

Applicant (print)

Date

Fretzpark Homes, Inc.

Provider agency

A community services worker (CSW) may be prosecuted criminally for having sexual contact with a person in their care. CSW's must sign this form per 43A O.S. § 10-113 and 10 O.S. § 1430.3 known as the Breanna Bell Act.

As I apply for a job as a CSW, I understand:

- prior to hiring me, the community services provider is required by Oklahoma law to conduct a search of:
  - criminal history records with Oklahoma State Bureau of Investigation (OSBI); and
  - Oklahoma Department of Human Services (DHS) Community Services Worker Registry (Registry);
- the community services provider is prohibited by Oklahoma law from hiring, contracting with, or using as a volunteer, any person:
  - convicted, plead guilty, or plead *nolo contendere* to misdemeanor assault and battery or a felony, except under circumstances described in Oklahoma Administrative Code (OAC) 340:100-3-39; or
  - whose name appears in the Registry;
- my employment may be terminated if my name appears in the Registry, even though my name may not have been in the Registry at the time of my application or my hiring;
- I must report to the community services provider all of my current and previous employers who provide services to children and adults who are vulnerable;
- giving false information regarding my current and previous employers may result in termination of my employment; and
- Section 405.3 of Title 10 of the Oklahoma Statutes requires DHS to establish and maintain a Restricted Registry, also named Joshua's list. Individuals recorded on the Restricted Registry are prohibited from licensure, ownership, employment, unsupervised access to children, and/or residence in a facility or program, licensed, certified, operated, or contracted by, or with, DHS. Foster parents who contract with DHS are also subject to the Restricted Registry.

### Signatures

Applicant signature

Date

### Routing

Original - community services worker personnel record

Copy - community services worker





## AUTHORIZATION TO REQUEST AND OBTAIN INFORMATION

I, \_\_\_\_\_ authorize Fretzpark Homes to obtain a Consumer report containing information regarding my prior work related injuries, claim and lawsuits, driving history, criminal history, education and/or credit in connection with evaluating me for employment, promotion, reassignment or retention as an employee. I understand that such information will be treated as confidential and is acquired in compliance with all State and Federal law. I further understand that a one-time fifteen (15) dollar fee will be withheld from my first check to conduct OSBI background check and that after 180 days of employment it will be reimbursed.

\_\_\_\_\_  
Applicant's Name (printed)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date



# Fretzpark Homes, Inc.



I \_\_\_\_\_ understand that in the event that I need CPR and First Aid and/or MAT, the amount of the class will be deducted from my last paycheck if I am employed for less than 180 days.

I \_\_\_\_\_ understand that as part of the application process, an OSBI and MVR (motor vehicle report) must be obtained. The fee of \$40 will be deducted from my last paycheck if I am employed for less than 180 days.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date



## **Employment Policies and Release Form**

There are a number of Fretzpark policies that an applicant needs to know about and agree to before being employed. There also are a number of activities that Fretzpark may want to instigate as part of the review and investigation of the appropriate background information on an applicant. The purpose of this document is to present these policies and investigative activities to the applicant to ensure that they are understood and agreed to at the time the application is submitted.

We, therefore, ask that you please read, complete, and sign this form before you complete the Application for Employment.

### **Policies**

Among the policies that have been adopted at Fretzpark are the following that we believe are important for an applicant to know in advance of employment. These are listed below. Your signature on this Release Form indicates that you have read, understand, and would agree to operate under these policies if employed at Fretzpark.

This firm is an equal employment opportunity employer and does not discriminate because of age, sex, race, color, national origin, disability, or religious preference.

Fretzpark is a drug and alcohol free-workplace.

To ensure worker safety and integrity of the workplace, Fretzpark prohibits the illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace by its employees or those who engage or seek to engage in business with Fretzpark. Offers of employment, therefore, may be conditioned on a physical examination, including a drug and alcohol screening.

Smoking is not permitted inside the building at Fretzpark. For the safety and health of its employees, Fretzpark is committed to a smoke-free building.

Your signature on this Release Form indicates that you understand and agree that if employed, that employment is for no definite period, and may, regardless of the date of payment of your wages and salary, be terminated at any time without previous notice.

An offer of employment must originate from the Human Resource Director of Fretzpark.

Background Review Activities

Fretzpark may conduct the following investigative activities as part of the background review of prospective employees. Your signature on this Release Form indicates you understand these activities and you authorize them to be performed with the conditions specified as listed below.

1. **Persons convicted of specific crimes may not hold certain positions at this company. If you are applying for such a position and have been convicted of a felony, please note this below. If more space is needed, please provide the additional information on a separate sheet of paper. In addition, you authorize Fretzpark to undertake a criminal records check with state police officials.**
2. **You authorize Fretzpark to obtain a Motor Vehicle Record report. Our insurance company may also obtain a report through its sources. If the position you are applying for involves driving a motor vehicle, it is imperative that a good driving record exists.**
3. **You also authorize and request any and all of your former employers to furnish any and all information regarding your job performance. You agree to hold your former employers and their agents harmless from all liability that could relate in any way to the disclosure of private information or an assessment or opinion of your suitability for employment.**
4. **You understand that an offer of employment must originate from the Human Resource Director of Fretzpark.**

In closing, we ask that you read [and complete where needed] the remaining three [3] statements and that your signature on this Release Form indicates you understand each.

5. I have read and understand the job description for the position of House Manager as approved on the date of this application.
6. I understand that misrepresentation or omission of facts herein is cause for termination, if employed.
7. I have read and understand the attached application and have answered all portions of the application truthfully and correctly with no omissions.

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Signature



**REQUEST FOR CRIMINAL HISTORY, MOTOR VEHICLE  
RECORDS, AND COMMUNITY SERVICES REGISTRY CHECK**

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

1. **Name (include middle name):** \_\_\_\_\_

2. **Race:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **SS#** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**Driver's License #** \_\_\_\_\_ **State** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**Other Names used: (include maiden name):** \_\_\_\_\_

3. **Have you ever been convicted of a crime?** (  ) Yes (  ) No

**If Yes provide details**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

State Contracts require Fretzpark Homes, Inc. to obtain a criminal history investigation through OSBI and also a community services registry check through DDS. Fretzpark Homes, Inc. requires a check of my Motor Vehicle Record. I understand that any false or misleading statements could be grounds for immediate termination. I hereby grant full permission, without recourse, for the use and release of information as necessary for the purposes explained. Copies and Faxes of this release may be used as original signed forms.

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

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

\_\_\_\_\_  
 Director of Human Resources

\_\_\_\_\_  
 Date

Request for criminal history check on: \_\_\_\_\_

**OSBI CLEARED**

**OSBI NOT CLEARED**

Consent to Release Record (s)

DRIVERS NAME \_\_\_\_\_

DL# \_\_\_\_\_

DOB \_\_\_\_\_

By signing below, I voluntarily give consent to the Oklahoma Department of Public Safety or any Motor License Agent to release the following records, including personal information within my driver license file. I request the records indicated by my signature below to be released by the Department of Public Safety or any Motor License Agent, their agents and employees, to the following, person, company, corporation or legal entity:

Release Record/Information to: FRTEZPARK HOMES, INC.

MVR SUMMARY

\_\_\_\_\_  
(DRIVERS SIGNATURE OF CONSENT)

OTHER RECORD (SPECIFY)

\_\_\_\_\_  
(DRIVERS SIGNATURE OF CONSENT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Recipient of Record

4232 N Santa Fe Ave. Oklahoma City, Oklahoma 73118

(ADDRESS OF RECIPIENT OF RECORD)

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NOTICE: As required by the Federal Driver Privacy Protection Act (DPPA), 18 U.S.C Section 2721, the Oklahoma Department of Public Safety/Motor License Agent will not release personal information from your driver record unless you consent by waiving your rights to privacy under the DPPA: or unless the Department is required by DPPA to release personal information without your consent, such as in connection with matters of safety, theft, emissions, product alterations, recalls, advisories, certain federal laws: or unless DPPA authorizes the Department to release it, such governmental entities, courts, insurance companies and to others specified.

**THIS FORM & PHOTO ID REQUIRED TO OBTAIN RECORD-**

RECORDS REQUEST & CONSENT TO RELEASE

Department of Public Safety

I hereby request the following driver record(s):

Table with columns: Record Type, Per Record Fee Regular, Per Record Fee Certified. Includes rows for Oklahoma driving record summary, Collision Report, and Other Driving Record(s).

[For vehicle records, contact Oklahoma Tax Commission. For birth certificates, contact Department of Health]

Total fee due is cost per line

for: Driver's Name: Sex:

Driver License Number: Date of Birth: mm/dd/yyyy

Check the following applicable statement:

- I am the person named in the record(s) sought. I am requesting the record(s) of another person.

If you are not the person named in the record(s) sought, provide the reason(s) you are entitled to this record without approval of the named person [please check all that apply]. If none of these reasons apply, you must have the named person sign the Consent to Release below:

- Government Agency (federal, state, or local, including court or law enforcement): for carrying out its functions †
Legal: in connection with any court, administrative, arbitral, or self-regulatory body; service of process; investigation in anticipation of litigation; execution or enforcement of judgment or order of a court.
Research Activities or Statistical Reports: personal information shall not be published, re-disclosed, or used to contact individuals †
Insurance Company, Insurance Support Organization, Self-insured Entity: for claims investigation, anti-fraud, rating or underwriting activities †
Licensed Private Investigative Agency or Licensed Security Service: for any purpose permitted under 18 U.S.C. §2721, subsection (b) †
Employer of Commercial Driver License Holder: to obtain or verify information required under 49 U.S.C., Chapter 313 †
Other: for use specifically authorized under the laws of the State of Oklahoma related to the public safety

Statutory citation:

CONSENT TO RELEASE by Person Named in Request [if none of the reasons above apply, consent to release is required. Employers MUST have consent to release a driving record when it is to be used for purposes other than 49 U.S.C., Chapter 313.]

Printed Name of Person Named in Request Signature of Person Named in Request

By signing above, I voluntarily give consent to the Department of Public Safety or any Motor License Agency to release the above-named record(s) to the person making this Records Request. I understand, as required by the federal Driver Privacy Protection Act (DPPA), 18 U.S.C. Section 2721, et seq., the Department of Public Safety or any Motor License Agency will not release personal information from my driving record unless I consent by waiving my right to privacy under the DPPA, or unless the Department is required or authorized by DPPA to release personal information without my consent as enumerated above.

AFFIRMATION of Person Making Request

Pursuant to 12 O.S. §426, I state under the penalty of perjury that the requested information is being solicited solely for the reason(s) checked above or at the consent of the named person. I understand the personal information furnished is confidential under Federal and State laws and is being released to me only for the reason I have indicated above or at the consent of the named person, and that it is unlawful for me to furnish the information to any unauthorized person or entity or to be used for any unauthorized purpose and if I release any of such information to another authorized person, I understand that I must inform that person of his duties and responsibilities under the Drivers Privacy Protection Act [21 U.S.C. §§ 2421, et seq.] and his obligations to use such information only of the purposes set out therein and his civil and criminal liabilities if he violates these duties, and his obligation to inform subsequent authorized recipients of said information of their identical obligations and duties. I further agree to indemnify and held harmless both the Oklahoma Department of Public Safety and OK.gov from any and all liability and penalties associated with my or my successor's or assignees' wrongful use and/or release of such information.

Printed Name of Person Making Request

Signature of Person Making Request

Fretzpark Homes, Inc.
† Print Agency/Company Name(if item 1, 3, 4, 5 or 6 was checked above)
4232 N. Santa Fe Ave. Oklahoma City
Address City

Date mm/dd/yyyy
Oklahoma 73118
State Zip



Mail completed form along with appropriate fees to:
Department of Public Safety
Records Management Division
P. O. Box 11415
Oklahoma City, OK 73136-0415

Fees are listed above.
Please send total amount due in form of :
Cashier's Check, Money Order, Personal or Business Check
Cash is accepted only when paying in person.
Record fees are in accordance with Oklahoma Statutes.

Fretzpark Homes, Inc.  
Applicant Reference Form

Please return completed reference form to:

Human Resources  
Fretzpark Homes, Inc.  
4232 N. Santa Fe  
Oklahoma City, OK 73118  
Phone: (405) 521-8232  
Fax: (405) 528-1521

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_

FAX Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Eligible for Re-hire? ( ) NO ( ) YES ( ) Cannot provide this information

Would you recommend this person? ( ) NO ( ) YES ( ) Cannot provide this information

Reason they left your employment? ( ) Discharge ( ) Resignation ( ) Lay Off

**For all service providers:**

Pursuant to DDS Policy OAC 340:100-3-39 please provide any information on allegations or findings of abuse, neglect, or exploitation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature and Title of person (employer) completing this form** **Date**

I authorize Fretzpark Homes, Inc. to check my references of past employment and personal history. I agree that no persons, companies, or organizations shall be liable for any information communicated to Fretzpark Homes in connection with the employment screening process. Further, I release, indemnify, and hold Fretzpark Homes harmless from and against any liability in connection with the employment screening process or information and references requested by and provided to subsequent employers.

\_\_\_\_\_  
**Signature of Applicant**

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



# OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request

6600 North Harvey Place  
Oklahoma City, OK 73116  
(405) 848-6724  
(405) 879-2503 FAX  
<https://osbi.ok.gov/>

### Type Of Search Requested:

- Name Based - \$15.00
- Sex Offender - \$2.00
- Mary Rippy Violent Offender - \$2.00
- State Fingerprint-based - \$19.00  
\* Must provide fingerprint card.  
\* Includes name based search.

DATE \_\_\_\_\_

Request Submitted via:

- Fax  Mail  In Person

**REQUESTS WILL BE RETURNED  
IN THE MANNER RECEIVED.**

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a dedicated Fax Phone Line for return of completed search:

**ACCEPTABLE FORMS OF PAYMENT:**  CASH  CASHIER'S CHECK / MONEY ORDER

BUSINESS CHECK *No Personal Checks Accepted.*  CREDIT CARD *For Visa, MasterCard and Discover, security code is 3 digits on back of card. For Amex, security code is 4 digits on front. These are the only cards accepted.*

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

CARD HOLDER \_\_\_\_\_

*Please print the name of the individual card holder as it appears on the credit card.*

CARD HOLDER SIGNATURE (REQUIRED) \_\_\_\_\_

### REQUESTOR INFORMATION: (Type or print clearly in blue or black ink) Results will only be returned to the original requestor

REQUESTOR'S NAME Fretzpark Homes, Inc. SIGNATURE OF REQUESTING PARTY \_\_\_\_\_

STREET ADDRESS 4232 N Santa Fe Ave.

Oklahoma City Oklahoma 73118

PHONE NUMBER (405) 521-8232 E-MAIL ADDRESS fretzpark.org

*Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.*

PURPOSE OF REQUEST Employment

### SUBJECT INFORMATION: (Type or print clearly in blue or black ink)

Forms with corrections made with white out or by striking through the fields in this section will not be processed.

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ALIAS/MAIDEN NAME(S) \_\_\_\_\_  
MAXIMUM OF THREE ALIAS NAMES PER REQUEST

DATE OF BIRTH \_\_\_\_\_ (MM/DD/YYYY) *If date of birth is unavailable, include exact age of subject.*

RACE \_\_\_\_\_ SEX \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

### SEARCH RESULTS (Please do not write in the spaces below):

Oklahoma State Bureau of Investigation  
Computerized Criminal History

Oklahoma Department of Corrections  
Sex Offender

Oklahoma Department of Corrections  
Violent Offender

*Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.*