

# PRE-EMPLOYMENT APPLICATION



**COMMUNITY BLOOD CENTER**  
OF THE OZARKS  
not-for-profit organization

220 W. Plainview Rd. • Springfield, Missouri 65810

**TO APPLICANT:** Community Blood Center of the Ozarks (CBCO) is an equal opportunity employer. It is the policy of CBCO to recruit, hire and promote employees in a manner which does not discriminate against any individual because of race, creed, color, religion, national origin, sex, age, or disability.

CBCO takes affirmative steps to hire and promote veterans, females, and minorities.

CBCO receives many applications each week. Please be assured that every application is reviewed even though not every applicant is interviewed.

## HR USE ONLY

Call for Interview \_\_\_\_\_

Starting Date \_\_\_\_\_

License Check \_\_\_\_\_

Dept. \_\_\_\_\_ Shift \_\_\_\_\_

Position \_\_\_\_\_

Starting Rate \_\_\_\_\_

Position applied for: \_\_\_\_\_

Minimum salary expected \_\_\_\_\_

### Please print all information:

APPLICANT'S NAME \_\_\_\_\_

MAIDEN OR FORMER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

Have you previously been employed at CBCO? \_\_\_\_\_ If so, when? \_\_\_\_\_

List special skills and machines you can operate \_\_\_\_\_

Can you type? \_\_\_\_\_ Words per minute? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, explain fully \_\_\_\_\_

(Conviction of a crime does not preclude employment at CBCO. The facts of each case will be considered)

If you are not a U.S. citizen, do you have a legal right to reside and work in the U.S.? \_\_\_\_\_

EDUCATION	ELEMENTARY	HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
Circle Highest Grade Completed	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

(Name & Location)

(Name, Location & Course-Degree)

HIGH SCHOOL \_\_\_\_\_ COLLEGE \_\_\_\_\_

### If you are licensed, registered or certified, please fill in the following information:

Where did you receive your professional training? \_\_\_\_\_ License Type \_\_\_\_\_

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

List each state you are licensed in \_\_\_\_\_ In which state(s) are you currently active? \_\_\_\_\_

Dates of training: \_\_\_\_\_ Are you certified or registered? \_\_\_\_\_

Certificate or Registry No. \_\_\_\_\_ State of Registry \_\_\_\_\_

Do you smoke? \_\_\_\_\_ (optional) If so, how much? \_\_\_\_\_

( As an Equal Opportunity Employer, CBCO takes affirmative steps to place qualified applicants with good work records in jobs at CBCO)

## EMPLOYMENT RECORD

List the last four positions you have held — give last position first.  
 You may not be considered for work at CBCO unless this section is completed accurately and truthfully.  
 Misrepresentations or omissions will be grounds for termination.

COMPANY NAME	DATES EMPLOYED	TYPE OF WORK	REASON FOR LEAVING (MUST BE COMPLETED)
Name _____ Address _____ City & State _____ Phone _____	From _____ To _____  Final Earnings \$ _____ per _____	_____ _____ _____ Supervisor _____	_____ _____ _____ _____
Name _____ Address _____ City & State _____ Phone _____	From _____ To _____  Final Earnings \$ _____ per _____	_____ _____ _____ Supervisor _____	_____ _____ _____ _____
Name _____ Address _____ City & State _____ Phone _____	From _____ To _____  Final Earnings \$ _____ per _____	_____ _____ _____ Supervisor _____	_____ _____ _____ _____
Name _____ Address _____ City & State _____ Phone _____	From _____ To _____  Final Earnings \$ _____ per _____	_____ _____ _____ Supervisor _____	_____ _____ _____ _____

**Please give names and phone numbers of three personal references (not relatives).**

_____	Phone _____
_____	Phone _____
_____	Phone _____

**Have you ever been fired from a job before?** \_\_\_\_\_ **If yes, please explain** \_\_\_\_\_

**Have you ever been given a disciplinary warning before?** \_\_\_\_\_ **If yes, please explain** \_\_\_\_\_

**Are you presently employed?** \_\_\_\_\_ **May we contact your present and past employers for references?** \_\_\_\_\_

**How were you referred to Community Blood Center of the Ozarks (CBCO)?**

- |   |   |
|---|---|
| <input type="checkbox"/> Newspaper Ad (specify) _____ | <input type="checkbox"/> By Employee (name) _____ |
| <input type="checkbox"/> School (name) _____          | <input type="checkbox"/> Other (specify) _____    |

I certify that the information contained in this application is correct to the best of my knowledge and understanding that any misrepresentation or omission of information requested on this form is grounds for immediate dismissal. In consideration of my employment, I agree to conform to all rules and regulations of CBCO. I authorize any reference source to provide CBCO with any and all information concerning my previous work and /or school records and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I further agree that CBCO may furnish like information to those with whom I may hereafter seek employment and hereby agree to save CBCO free and harmless from any and all liability therefore. I understand that my employment at CBCO depends on many factors to include, but not limited to, satisfactory performance of my duties, my compliance with CBCO policies and procedures, availability of work for which I am trained, and various other factors. I understand that CBCO operates 24 hours a day, 7 days a week, and that although an initial schedule has been explained to me, I realize I may be required to work differing schedules with changes in the days of the week I work, differing shifts, and greater or fewer days in a pay period depending on the needs of CBCO. I also realize that in order for the CBCO to maintain its standards and orderly operation, I may be required to sometimes work overtime. I understand also that my employment at CBCO is conditional upon meeting the medical/physical standards set by CBCO. I understand that my employment is subject to termination at any time by either myself or CBCO and that I have no contractual right of employment.

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

# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017  
Page 1 of 2

## Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

## How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

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## Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

## EQUAL EMPLOYMENT OPPORTUNITY DATA

### VOLUNTARY APPLICANT SELF-ID FORM

Company is a Government Contractor subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights and affirmative action laws. As a Government Contractor, Company is required to take affirmative action to employ and advance in employment women, minorities, individuals with disabilities and protected veterans. In order to comply with applicable law, Company invites applicants to voluntarily self-identify their gender, race or ethnicity and protected veteran status. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable law, including those that require the information to be summarized and reported to the federal government for civil rights enforcement and affirmative action. This form will be kept in a confidential file separate from your application for employment. When reported, data will not identify any specific individual. If you would like to be included in our affirmative action program, please identify below.

Name:		<input type="checkbox"/> Male
		<input type="checkbox"/> Female
Location:	Position Applied For:	
Date:	Referral Source:	
<b>Race and Ethnic Identification:</b>		
Are you Hispanic or Latino? ( <i>“Hispanic or Latino is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.”</i> )		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If your answer to the previous question was “no,” please identify what race(s) you consider yourself to be:		
<input type="checkbox"/> <b>White (Not Hispanic or Latino)</b> - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.		
<input type="checkbox"/> <b>Black or African American (Not Hispanic or Latino)</b> - A person having origins in any of the black racial groups of Africa.		
<input type="checkbox"/> <b>Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)</b> - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		
<input type="checkbox"/> <b>Asian (Not Hispanic or Latino)</b> - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		
<input type="checkbox"/> <b>American Indian or Alaska Native (Not Hispanic or Latino)</b> - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.		
<input type="checkbox"/> <b>Two or More Races (Not Hispanic or Latino)</b> - All persons who identify with more than one of the above five races.		

**Veteran Identification:**

**This company is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:**

- (1) A "**disabled veteran**" is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
  - A person who was discharged or released from active duty because of a service-connected disability.
- (2) A "**recently separated veteran**" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
- (3) An "**active duty wartime or campaign badge veteran**" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- (4) An "**Armed Forces service medal veteran**" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA – the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at **1-866-4-USA-DOL**.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATION OF PROTECTED VETERAN LISTED ABOVE**
- I AM NOT A PROTECTED VETERAN**

**Decline Self Identification: If you do not wish to self-identify, please check the box below.**

- I DO NOT WISH TO PROVIDE THIS INFORMATION**