



**COMMUNITY  
BLOOD BANK**  
OF NORTHWEST PENNSYLVANIA  
AND WESTERN NEW YORK

## COMMUNITY BLOOD BANK OF NORTHWESTERN PENNSYLVANIA EMPLOYMENT APPLICATION

The Community Blood Bank of Northwestern Pennsylvania is an Equal Employment Opportunity Employer. Applicants are considered for all positions without regard to race, color, creed, ancestry, religion, marital status, sex, sexual orientation, national origin, age, physical or mental disability, or veteran status, and/or as provided for by applicable current Federal, State or local laws and regulations.

**DATE:** \_\_\_\_\_

**NAME** \_\_\_\_\_  
(Please Print) First Middle Last

**ADDRESS:** \_\_\_\_\_  
No. Street City State Zip

**HOME:** ( ) \_\_\_\_\_ **MOBILE:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

**POSITION APPLIED FOR:** \_\_\_\_\_ **EXPECTED EARNINGS:** \_\_\_\_\_

**APPLYING FOR:** \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Temporary **SHIFT PREFERENCE:** \_\_\_\_\_

**What hours are you willing and able to work?** \_\_\_\_\_

**On what date would you be available for work:** \_\_\_\_\_

**Have you ever been employed by the Community Blood Bank of Northwestern Pennsylvania before?** \_\_\_ No \_\_\_ Yes  
Dates: Fr: \_\_\_\_\_ To: \_\_\_\_\_

**Are you at least 18 years old?** \_\_\_ Yes \_\_\_ No (If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.)

**If hired, can you provide proof you are legally entitled to work in the United States?** \_\_\_ Yes \_\_\_ No

**DRIVING INFORMATION:** Many positions require the employee to drive a motor vehicle and driving records are included in background checks. (Poor DMV records will not necessarily disqualify applicant from employment.)

**Driver's License Number:** \_\_\_\_\_ **State Issued:** \_\_\_\_\_

**Describe any traffic violations you have had in the past three (3) years:** \_\_\_\_\_

**Has your license been revoked or suspended?** \_\_\_ No \_\_\_ Yes

**When?** \_\_\_\_\_ **Why?** \_\_\_\_\_

**Describe any accident you have had during the past three (3) years:** \_\_\_\_\_

EDUCATION					
SCHOOL	Name and Location	No. of Years Completed	MAJOR	DEGREE	Grade Average
Elementary					
High					
College					
College					
Other					

Training Courses and Seminars Completed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Special Skills: Describe any special skills you may have relating to the position applied for. Include technical, administrative/clerical and computer experience and abilities:  
 \_\_\_\_\_  
 \_\_\_\_\_

Special interests, hobbies, leisure time activities that contribute to your job qualifications:  
 \_\_\_\_\_  
 \_\_\_\_\_

Civic, business or professional organizations of which you are a member that contribute to your job qualifications:  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you presently employed? \_\_\_ Yes \_\_\_ No If yes, may we contact your present employer? \_\_\_ Yes \_\_\_ No

EMPLOYERS (Begin With Most Recent)	DATES OF EMPLOYMENT (Month and Years)	POSITON HELD AND BRIEF DESCRIPTION OF DUTIES
Name	From:     To:	
Address		
Phone		
Kind of Business		
Immediate Supervisor		
Reason for Leaving		

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Address	To:	
Phone		
Kind of Business		
Immediate Supervisor		
Reason for Leaving		

Use additional paper to provide the same information as requested above if necessary to account for a minimum of the most recent ten (10) year employment history.

**PROFESSIONAL REFERENCES**

NAME	ADDRESS	PHONE	RELATIONSHIP	HOW LONG KNOWN

**APPLICANT'S STATEMENT  
(Please Read Carefully Before Signing Form)**

1. I understand that the use of this application does not mean that there are any positions available and does not in any way obligate the Community Blood Bank of Northwestern Pennsylvania. I understand this application is considered current for ninety (90) days from date of the application after which a new application form must be completed and submitted.
2. By signing this application, I am representing that the facts set forth in the application are true and complete. I agree that any false or incomplete statement in this application, or made during the interviewing/recruitment process, shall be sufficient reason for rejection or dismissal, whenever discovered.
3. I authorize and hold harmless the Community Blood Bank of Northwestern Pennsylvania to investigate my responses on this application or those made in my interview(s) or otherwise throughout the recruitment process and to contact any or all of my former employers, educational providers, or any individuals familiar with me or my employment/educational background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information that may or may not be on their records, whether favorable or unfavorable, about me or my employment. I also authorize the release of such information and agree to hold harmless any individual or organization providing such information to the Community Blood Bank of Northwestern Pennsylvania.
4. I understand and agree without reservation that I will be required to take and pass a medical examination and drug test as a condition of employment. I agree to consent to take such exams and test(s) at such time as designated by the Community Blood Bank of Northwestern Pennsylvania and to release the Community Blood Bank of Northwestern Pennsylvania, its representatives, officers or employees from any claim(s) arising in connection with the use of such exams and test(s). I understand results acceptable to the Community Blood Bank of Northwestern Pennsylvania must be obtained in order for the offer of employment to proceed or for my employment to continue.
5. I understand and agree without reservation to having a criminal background and Department of Motor Vehicles check conducted. I further understand results acceptable to the Community Blood Bank of Northwestern Pennsylvania must be obtained in order for the offer of employment to proceed or for my employment to continue. I hereby release and hold harmless The Community Blood Bank of Northwestern Pennsylvania and any related providers, their employees, agents, successors and assigns, from any and all liability that may arise out of the investigation of my background, including but not limited to, criminal and motor vehicle record.
6. I understand that if I am hired, I will be placed on a new hire probationary period which provides The Community Blood Bank of Northwestern Pennsylvania the opportunity to determine if the job placement was appropriate.
7. I understand that if hired, I am required to abide by all the rules and regulations of the Community Blood Bank of Northwestern Pennsylvania. From time to time, the Company may establish and distribute policies relating to various aspects of my employment, I recognize that these are intended for my instruction, information and guidance and do not create any specific rights on my part or obligations on the part of the Company.
8. I understand that if I am offered and accept employment, I am not guaranteed any tenure or specific length of employment and that my employment may be terminated at any time, with or without "cause". I understand that no contract of employment exists between the Community Blood Bank of Northwestern Pennsylvania and me unless contained in a separate written and signed document which is expressly stated to be an employment contract and signed by authorized Officers of the Community Blood Bank of Northwestern Pennsylvania.

**Applicant Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
**Intending to legally bound**