

Step-by-Step Instructions for Creating an External Profile

1. Go to <http://www.americanredcross.apply2jobs.com/> and select **Login**.

The screenshot shows the American Red Cross website. At the top right, there are links for "About Us", "Contact Us", "Governance", "Media Resources", "Connect", and "Español". A red "DONATE NOW" button is visible. Below the navigation bar, there are links for "Give Blood", "Volunteer", and "Shop Our Store". The main content area shows "American Red Cross Careers » Search". A "Select Language: Select" dropdown menu is present, with a red circle around it. Below the dropdown is a "Login" button, also circled in red. The page content includes a welcome message and a paragraph about the organization's history.

2. If you are new to the site, enter your information into the Create a New User Account section and select **Submit**. Please be sure to write down the email address and password that you use to create the account.

If you are a returning user, enter your information in the Registered Users section and select **Submit**.

The image shows two screenshots of the user registration forms. The top screenshot is titled "Registered Users" and has a red circle around the title. It contains fields for "*Email Address:", "*Password:", "*How did you hear about us?:", and "*Specifically?:", each with a corresponding input field or dropdown menu. Below the fields are "Cancel" and "Submit" buttons, with "Submit" circled in red. The bottom screenshot is titled "Create a New User Account" and has a red circle around the title. It contains fields for "*Email Address:", "*Password:", "*Confirm Password:", "*How did you hear about us?:", and "*Specifically?:", each with a corresponding input field or dropdown menu. Below the fields are "Cancel" and "Submit" buttons, with "Submit" circled in red.

3. Manually enter your information in the following sections, taking special care to enter responses in all required fields marked with an asterisk:

- Contact Profile
- Professional Profile
- Licenses & Certifications
- Education
- Paste a copy of your resume into the Resume box

Select **Confirm**. If you accidentally skip a required field, the system will prompt you to answer the question before allowing you to proceed to the next page.

*=Required

Contact Profile

*First Name: Jane	Middle Initial: []	*Last Name: Doe
Preferred Name: []		*Email: jane.doe@nomail.com
*Preferred Phone: 1234567	Secondary Phone: []	
*Address 1: 1234 Any Street		
Address 2: []		
Address 3: []		
*Country: United States		*State/Province: Wisconsin
*City: Springfield		*Zip/Postal Code/APO: 12345

Preferred Shift: Ctrl-click to make multiple selections -- Select -- 1st - First Shift 2nd - Second Shift	*Willing to Relocate?: -- Select --	Willing to Travel?: -- Select --
*If hired, can you provide proof that you are eligible to work in the US?: Yes		*Will you require Visa sponsorship in the future?: No
*Have you previously worked/volunteered for American Red Cross?: No		If so, where?: []
*Do you have relatives employed at the American Red Cross?: No		If so, please enter name and relationship below: []
Are you enrolled in the PAYS Program?: -- Select --		

Professional Profile

*Current or Most Recent Employer: ABC Company	*Position Title: Worker	
*Briefly Describe Prior Job Duties: show up on time, work hard		
*From (mm/yy): May 15 2008	To (mm/yy): If currently working, enter today's date Jan 5 2010	Current Most Recent Annual Salary: 8.50
Prior Employer: []	Position Title: []	
Briefly Describe Prior Job Duties: []		
Prior Employer From (mm/yy): Month Day Year	Prior Employer To (mm/yy): Month Day Year	Prior Employer Annual Salary: []

Licenses and Certifications

Professional License Type: []	Professional License Number: []
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Education Profile

*School Education/Vocational Institution: High School	*Major or Area of Study: General Studies	*Degree: High School Graduate or Equivalent
School Education/Vocational Institution 2: []	Major or Area of Study 2: []	Degree 2: -- Select --
*Resume: This text will be searchable by recruiting. To maximize effectiveness enter full resume. []		
In addition please attach your formatted resume. Attach formatted resume here. Be sure resume is also entered in text field above. [] <input type="button" value="Browse..."/>		

Cancel **Confirm**

4. Review your information for accuracy and select **Submit**.

SKILLS: Proficient user of Microsoft Word, Excel, PowerPoint, Access, & Internet. Previous cash handling, customer service, retail/receiving, and bindery experience.

REFERENCES: References are available on request.

In addition please attach your formatted resume.:

[Edit](#) [Submit](#)

5. Select the appropriate responses for the voluntary self-identification questions and select **Confirm**.

[Logout](#) | [New Search](#) | [Edit Profile](#) | [Change Password](#)
[Jobs I've Applied To](#) | [What is a JobAgent?](#) | [myJobAgent](#)

*=Required

*The American Red Cross is an equal opportunity employer: 

In recognition of its responsibility to its paid and volunteer staff, and the community it serves, the Red Cross affirms its policy to assure fair and equal treatment in all of its employment practices for all persons. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, disabled or veteran status, or other legally protected status. To help us track our organizational success, we ask your assistance in filling out this voluntary self-identification form. In addition to our internal tracking, the Red Cross must meet government record-keeping and reporting requirements

Completion of this form is voluntary and will not affect your consideration for employment or employment with the Red Cross. It will be kept in confidence and will not accompany your information if forwarded on to our hiring managers for consideration.

Please select a response for the following:

*Race
-- Select --

*Gender:
-- Select --

Veteran Status:
-- Select --

[Cancel](#) [Confirm](#)

6. Review your information for accuracy and select **Submit**.

[Logout](#) | [New Search](#) | [Edit Profile](#) | [Change Password](#)
[Jobs I've Applied To](#) | [What is a JobAgent?](#) | [myJobAgent](#)

 **Confirm Entry Below**

*=Required

*The American Red Cross is an equal opportunity employer:
American Indian or Alaskan Native (Not Hispanic or Latino)

*Gender:
Female

Veteran Status:
Choose Not to Disclose - Not Indicated

[Edit](#) [Submit](#)

6. Carefully review the "LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES" disclosure for understanding and select **Confirm**.

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

° 750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, employment, vocation or profession, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

° 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

° 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

° 753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

° 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

° 755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

Cancel Confirm

7. Read the information regarding use of your personal information and select **OK**.

employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment by a prospective employee or previously made by a current employee.

Microsoft Internet Explorer

American Red Cross processes personal data that you voluntarily submit via our Career Center only for recruitment purposes. American Red Cross has contracted a third party to host the database where applications are stored. The third party has access to that data if necessary to perform its services. The third party is contractually obligated to provide for the confidentiality and security of your data.

OK Cancel

factors to be considered concerning a previous criminal conviction; presumption.

In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

8. Once you have successfully completed your profile you will receive the following message.

Thank you for your interest in joining the American Red Cross. Like you, many others are interested in working for the world's largest and most respected humanitarian organization. Because of this, it will take us some time to select the most qualified individuals for an interview. If you're selected, we will be in touch with you as soon as possible. Your resume will be stored in our database so please check back often for new positions. We appreciate all your time and efforts submitting your qualifications. For further information about our company, please visit our website at www.redcross.org. Sincerely, American Red Cross Recruiting Department.