

PRE-EMPLOYMENT SCREENING DATA CDFRM

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Instructions: Complete this form for each person who participates in ANY stage of the screening process. THIS FORM SHOULD BE COMPLETED ONLY AFTER AN EMPLOYMENT DECISION HAS BEEN REACHED. Return the form to the Human Research and Development Section, Central Office.

- 1. REPORTING INST. (Use 4-digit POI code): \_\_\_\_\_
- 2. PRE-EMPLOYMENT INTERVIEW DATE (MM-DD-YY): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
EMPLOYMENT DECISION DATE (MM-DD-YY): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Applicant Information:

|                                                                                             |                                                                                                                                                                                                                                                  |                                                                                                                                                       |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Social Security Number<br><br>____ - ____ - ____                                            | Series and Grade for which applicant is applying (ex. Corr. Officer, 0007-06)<br><br>____ - ____                                                                                                                                                 | Date of Birth (MM-DD-YY)<br><br>____ - ____ - ____                                                                                                    |
| Sex (check one)<br><br><input type="checkbox"/> Male<br><input type="checkbox"/> Female     | Race (check one)<br><br><input type="checkbox"/> African Amer. <input type="checkbox"/> Native Amer.<br><input type="checkbox"/> Asian <input type="checkbox"/> White<br><input type="checkbox"/> Hispanic <input type="checkbox"/> Other: _____ | Disabled (check one)<br><br><input type="checkbox"/> No<br><input type="checkbox"/> Yes<br><input type="checkbox"/> Not Determined                    |
| VRA Eligible (check one)<br><br><input type="checkbox"/> No<br><input type="checkbox"/> Yes | Veteran's Preference (check one)<br><br><input type="checkbox"/> Not a Vet. <input type="checkbox"/> 5 pts.<br><input type="checkbox"/> Vet., no pts <input type="checkbox"/> 10 pts.                                                            | Bilingual (check one)<br><br><input type="checkbox"/> No<br><input type="checkbox"/> Yes (Language: _____)<br><input type="checkbox"/> Not Determined |

Education (check the one which represents the highest level achieved)

- |                                                          |                                                        |                                               |
|----------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Some/No High School             | <input type="checkbox"/> 2 or more yrs coll./no degree | <input type="checkbox"/> Doctorate (not med.) |
| <input type="checkbox"/> High School diploma/GED         | <input type="checkbox"/> 2 yr college degree (AA)      | <input type="checkbox"/> Medical Degree       |
| <input type="checkbox"/> Attended Voc/Tech School        | <input type="checkbox"/> 4 yr college degree (BA/BS)   | <input type="checkbox"/> Nursing Degree       |
| <input type="checkbox"/> Voc/Tech degree                 | <input type="checkbox"/> Some graduate courses         | <input type="checkbox"/> Foreign MD           |
| <input type="checkbox"/> Less than 2 yrs coll./no degree | <input type="checkbox"/> Master's degree (MA/MS)       | <input type="checkbox"/> U.S. MD              |
| <input type="checkbox"/> Other: _____                    |                                                        |                                               |

4. FINAL EMPLOYMENT STATUS (select only one):

- Was NOT offered employment
- Was offered but declined employment
- Was offered & accepted employment
- Voluntarily withdrew from screening process

5. During each stage of the employment screening process, several issues may arise which would eliminate an applicant from employment with the BOP. Indicate which problems, if any, were the basis for not offering employment to the applicant. At least one "X" must appear for each stage of the screening process.

| AGENCY POSSIBLE RESULTS OF STAGES                | CREDIT CHECK | NCIC CHECK | PES INTERVIEW | PANEL INTERVIEW | FINGERPRINT CHECK | MEDICAL EXAM | URINALYSIS | VOUCHERING | LAW CHECKS |
|--------------------------------------------------|--------------|------------|---------------|-----------------|-------------------|--------------|------------|------------|------------|
| Not given to applicant                           |              |            |               |                 |                   |              |            |            |            |
| No Problem Found                                 |              |            |               |                 |                   |              |            |            |            |
| Alcohol History Problem                          | X            | X          |               |                 | X                 | X            | X          |            | X          |
| Criminal/Driving History problem                 | X            |            |               |                 |                   | X            | X          |            |            |
| Dishonest Conduct/Excessive Use of Force problem | X            | X          |               |                 | X                 | X            | X          |            | X          |
| Drug History problem                             | X            | X          |               |                 | X                 | X            |            |            | X          |
| Employment History problem                       | X            | X          |               |                 | X                 | X            | X          |            | X          |
| Financial History problem                        |              | X          |               |                 | X                 | X            | X          |            | X          |
| Military History problem                         | X            | X          |               |                 | X                 | X            | X          |            | X          |
| Medical Illness (specify below)                  | X            | X          | X             | X               | X                 |              | X          | X          | X          |
| Lacks general Correctional Work KSAOs            | X            | X          | X             |                 | X                 | X            | X          |            | X          |
| Lacks job-specific KSAOs                         | X            | X          | X             |                 | X                 | X            | X          |            | X          |
| Other problem (specify below)                    |              |            |               |                 |                   |              |            |            |            |
| Pending                                          |              |            |               |                 |                   |              |            |            |            |

Specify type of "medical illness" or "other problem":

\_\_\_\_\_

6. If applicant was not offered employment based on reasons other than those marked above, please check as many as apply to the circumstances:

- Position was not filled
- Position was filled by a more qualified applicant
- Position was filled by an applicant with more Veterans Preference or a VRA appointee
- Other: \_\_\_\_\_