



**Adult & Community Education
PHLEBOTOMY PROGRAM
Personal Characteristics & Requirements
Fall 2021**

Thank you for your interest in the College of the Redwoods Adult & Community Education Phlebotomy program. It is important that you know some information about the occupation prior to starting.

If you have you ever been convicted of any felonies or misdemeanors, other than minor traffic violations, you may not be able to enter the clinical portion of the training. Please speak to the instructor about your specific situation before completing this application.

Phlebotomists and Phlebotomy students must be able to perform specific essential functions with or without reasonable accommodation.

- Communicate information and ideas verbally so others will understand
- Listen and understand information and ideas presented verbally and in writing
- See details at close range and at a distance and see clearly enough to read hand-written and computer generated communications
- Stand on your feet for long periods of time and quickly and repeatedly bend, stretch, twist and reach
- Lift objects up to 25 lbs.
- Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
- Apply safety and infection control standards learned in the program to maintain a safe and clean environment for patients and self
- Interact appropriately with patients, physicians, peers and supervisors
- Attend all class sessions or make up days

Students are required to wear uniforms, appropriate safety apparel, and meet industry/business standard grooming requirements including nail, hair, makeup, hygiene, body-odor, and tattoos and piercing. The dress code prohibits visible tattoos and facial piercing.

As an applicant to this program, I acknowledge that I have read and understand the essential job qualifications and am capable of performing the skills and abilities outlined in this document with or without accommodation. I understand that my status as a student in this program depends on my continued ability to successfully demonstrate these skills and abilities.

Signature

Date



Adult & Community Education
PHLEBOTOMY PROGRAM
Introductory Questionnaire
Please Print Clearly

Name _____
Last First Middle Initial

Mailing Address _____
Apt. City State Zip

Phone _____ Message Phone _____ Email Address _____

Have you applied to the Phlebotomy program previously Yes ☐ No ☐ If yes, when? _____

How did you find out about the class?

- ☐ Former Student (Name) _____ ☐ Employer ☐ Counselor
☐ Agency (Name) _____ ☐ Internet ☐ Other _____
☐ Radio ☐ Flyer
☐ Friend/Family Member (Name) _____

Can you communicate any languages other than English? ☐ Yes ☐ No

If yes, which language _____ ☐ Speak Fluently ☐ Read/Write Fluently

If yes, which language _____ ☐ Speak Fluently ☐ Read/Write Fluently

Education: Please list schools attended. Include current enrollment.

Level of Education	Name and Location	Diploma or Degree	Area of Study or Relevant Course Work	Dates Attended
High School		<input type="checkbox"/> Diploma <input type="checkbox"/> GED		
Vocational Training				
College/Other				

Work Experience: Include paid and volunteer experience. Please attach a separate sheet if necessary. Related experience may not be a requirement, however, we seek individuals who are motivated and understand the employment conditions of the occupation.

Employer or Organization Name, City & State	Job Description	Dates of Employment or Volunteer Service	Reason for Leaving (if applicable)

Application Questionnaire

1. Why are you interested in the Health Care industry and What skills and knowledge do you think are important to know and demonstrate to effectively work in the Health Care Industry?

2. Do you have any experience caring for an ill family member or friend? ☐ Yes ☐ No
If yes, is it ☐ Past ☐ Present experience. Please describe experience.

3. Did your employer request that you attend this class? ☐ Yes ☐ No
4. Do you have a job offer for employment once you become a certified Phlebotomist? ☐ Yes ☐ No
5. In high school did you participate in a Health Career Pathway, the Health Career Exploration Summer Institute (HESI) or other Health related program? ☐ Yes ☐ No
If yes, please describe how this experience has informed your decision to pursue a career in the Health Care Industry.
6. How much do you enjoy reading? ☐ Not Really ☐ Somewhat ☐ It's Okay ☐ I Enjoy Reading ☐ I Love Reading
7. What is your most important accomplishment? (Personal or Professional)
8. Give an example of a past experience you had dealing with a difficult customer/patient. How did you resolve the situation and improve your customer's/patient's experience?

Multiple Choice – (20 Total Questions)

Directions: Determine the relationship between the first two words written in capital letters. Choose a pair of words below that are related in the same way. Mark the one appropriate answer.

1. COMPUTER: PROGRAMMER:

- ☐ a. textbook: author
- ☐ b. Poet: poem
- ☐ c. Typewriter: secretary
- ☐ d. Research: librarian

2. CAMOUFLAGE: HIDDEN:

- ☐ a. Quilt: cover
- ☐ b. Camera: case
- ☐ c. Authorize: disallow
- ☐ d. Disguise: incognito

Directions: Choose the word that names an essential part of the underlined word. Mark the one appropriate answer.

3. team

- ☐ a. roster
- ☐ b. scoreboard
- ☐ c. opponents
- ☐ d. player

4. irrigation

- ☐ a. water
- ☐ b. plants
- ☐ c. farm
- ☐ d. atmosphere

Directions: The words in the top row are related. The words in the bottom row are also related in a similar way. Choose the word that completes the relationship in the bottom row. Mark the one appropriate answer.

5. hammer wood nails

pages story _____

- ☐ a. words
- ☐ b. author
- ☐ c. binding
- ☐ d. book

6. play script dialogue

poem verse _____

- ☐ a. words
- ☐ b. couplet
- ☐ c. simile
- ☐ d. beauty

Directions: Choose a word to fill the blank and complete the sentence. Mark the one appropriate answer.

7. We were deceived by a clever _____.

- ☐ a. idea
- ☐ b. hoax
- ☐ c. idiom
- ☐ d. attraction

8. Artists create wonderful sculptures from _____ pieces of stone.

- ☐ a. procurable
- ☐ b. virulent
- ☐ c. cursive
- ☐ d. relative

Directions: Choose the word that has a meaning that is similar to the underlined word. Mark the one appropriate answer.

9. a drastic measure

- ☐ a. extreme
- ☐ b. happy
- ☐ c. artistic
- ☐ d. long

10. a wan appearance

- ☐ a. healthy
- ☐ b. robust
- ☐ c. pale
- ☐ d. ugly

Directions: Choose the word with a meaning similar to both of the underlined words or phrases. Mark the one appropriate answer.

11. fenced area and unit of length

- ☐ a. pound
- ☐ b. yard
- ☐ c. meter
- ☐ d. rectangle

12. assemble and become a member

- ☐ a. join
- ☐ b. redirect
- ☐ c. initiate
- ☐ d. construct

Directions: Choose the answer that best completes the sentence. Mark the one appropriate answer.

13. This is an extremely difficult book. _____, I think you will find it interesting.

- ☐ a. And so
- ☐ b. Therefore
- ☐ c. Anyway
- ☐ d. However

14. I called my friend in Tucson. _____, my mother was trying to get a call through to me.

- ☐ a. Because
- ☐ b. Anyway
- ☐ c. Meanwhile
- ☐ d. Besides

Directions: In each of the group of four words listed below select the misspelled word. If none of the words are misspelled, select NO ERROR. Mark the one appropriate answer.

15.

- ☐ a. Nuisanse
- ☐ b. Obedience
- ☐ c. Nonsense
- ☐ d. NO ERROR

16.

- ☐ a. Saturday
- ☐ b. Thursday
- ☐ c. Wendsday
- ☐ d. NO ERROR

Directions: Mark the one appropriate answer.

17. 3.6×10^2

- ☐ a. 3.600
- ☐ b. 36
- ☐ c. 360
- ☐ d. 3,600

18. If n is any odd number, which of the following is true about $n + 1$?

- ☐ a. It is an odd number.
- ☐ b. It is an even number.
- ☐ c. It is a prime number.
- ☐ d. It is the same number as $n-1$.

19. Which is the BEST estimate of 326×279 ?

- ☐ a. 900
- ☐ b. 9,000
- ☐ c. 90,000
- ☐ d. 900,000

20. Find the missing term in the following sequence: 4, 9, 19, __, 79

- ☐ a. 36
- ☐ b. 37
- ☐ c. 38
- ☐ d. 39

Please email your completed application to ACE@redwoods.edu along with a copy of your picture ID. Acceptable ID is your driver's license from any state or a passport.