

DIVISION ON CIVIL RIGHTS GUIDE ON PRE-EMPLOYMENT INQUIRIES

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Name	<ul style="list-style-type: none"> a) The fact of a change of name or the original name of an applicant whose name has been legally changed b) Maiden name 	Whether or not the applicant has ever worked under another name or was the applicant educated under another name. (Allowable only when the data is needed to verify the applicant's qualifications)
Birthplace and Residence	<ul style="list-style-type: none"> a) Birthplace of applicant b) Birthplace of applicant's parents c) Requirement that applicant submit birth certificate, naturalization or baptismal record d) Own home, rent, board or live with parents e) Citizenship 	<ul style="list-style-type: none"> a) Are you in the United States on a visa, which prohibits you from working here? b) Are you either a US citizen or a permanent resident alien?
Creed and Religion	<ul style="list-style-type: none"> a) Applicant's religious affiliation b) Church, parish, or religious holidays observed by applicant 	
Race or Color	<ul style="list-style-type: none"> a) Applicant's race b) Color of applicant's skin, eyes, hair, etc. c) Driver's license number 	
Photographs	<ul style="list-style-type: none"> a) Photographs with application b) Photographs after interview, but before a hiring 	
Age	<ul style="list-style-type: none"> a) Date of birth or age of applicant b) Age specifications, limitations, or implications in a newspaper advertisement which might bar workers under or over a certain age c) Driver's license number 	Applicant may be asked if he/she is over the minimum legal age and under a bona fide mandatory retirement age
Language	<ul style="list-style-type: none"> a) Applicant's mother tongue b) Language commonly used by applicant at home c) How the applicant acquired ability to read, write, or speak a foreign language 	Language applicant speaks and/or writes fluently (only if job related)
Relatives	Name and/or address of any relative of the applicant	Name and address of person to be notified in case of accident or emergency
Military Experience	<ul style="list-style-type: none"> a) Applicant's military experience in other than United States Armed Forces b) National Guard or Reserve Units of applicant c) Draft classification or other eligibility for military service d) Applicant's whereabouts during periods of armed conflict e) Dates, conditions and type of discharge 	<ul style="list-style-type: none"> a) Military experience of applicant in Armed Forces of United States only when used for employment history b) Whether applicant has received any notice to report for duty in Armed Forces

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Organizations	Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs	Membership in a union, professional or trade organization
References	The name of applicant's pastor or religious leader	Names of persons willing to provide professional and/or character references for applicant
Sex and Marital Status	a) Sex or marital status or any questions which would be used to determine same b) Number of dependents, number of children c) Spouse's occupation	
Arrest and Conviction Record	The number and kind of arrests of an applicant	Convictions which bear a relationship to the job
Height and Weight	Any inquiry into height or weight of applicant	
Physical Disabilities	Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)	Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? (For example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)
Education	Whether or not the applicant is a high school graduate	a) Show highest grade completed b) Detail your educational background



BOROUGH OF BROOKLAWN EMPLOYMENT APPLICATION

(PLEASE PRINT)

Date of Application _____
Social Security # _____
Home Telephone # _____

NAME _____
Last First Middle Initial

PRESENT ADDRESS _____

PREVIOUS ADDRESS _____

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS AREA. The Borough of Brooklawn provides equal employment opportunities without regard to race, religion, color, national origin, sex, age, ancestry, disability, Veterans of the Vietnam Erastatus, or any other basis that would be in violation of any application law.

POSITION APPLYING FOR: _____

Have you ever applied to the Borough of Brooklawn before? Yes No. If yes, give date: _____

Date you can start: _____ Salary desired: _____

Are you available to work: Full Time Part Time Shift work Temporary

Are you currently employed: Yes No May we contact you at work? Yes No

May we contact your current employer: Yes No

Are you currently on layoff status and subject to recall: Yes No

Are you over the age of 21 and under a bona fide mandatory retirement age? If no, hire is subject to verification that you are of minimum legal age. Yes No

If you are under eighteen years of age, can you provide proof of eligibility to work?
___ Yes ___ No

Do you possess a current driver's license: ___ Yes ___ No

Do you possess a current commercial driver's license: ___ Yes ___ No

Are you legally eligible to work in the USA: ___ Yes ___ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Have you ever been bonded? _____ If yes, on what jobs? _____

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense
___ Yes ___ No.

Employment is conditional upon the results of the criminal background check. An answer of "yes" may disqualify you from employment depending upon the circumstances involved. If "yes", please explain below.

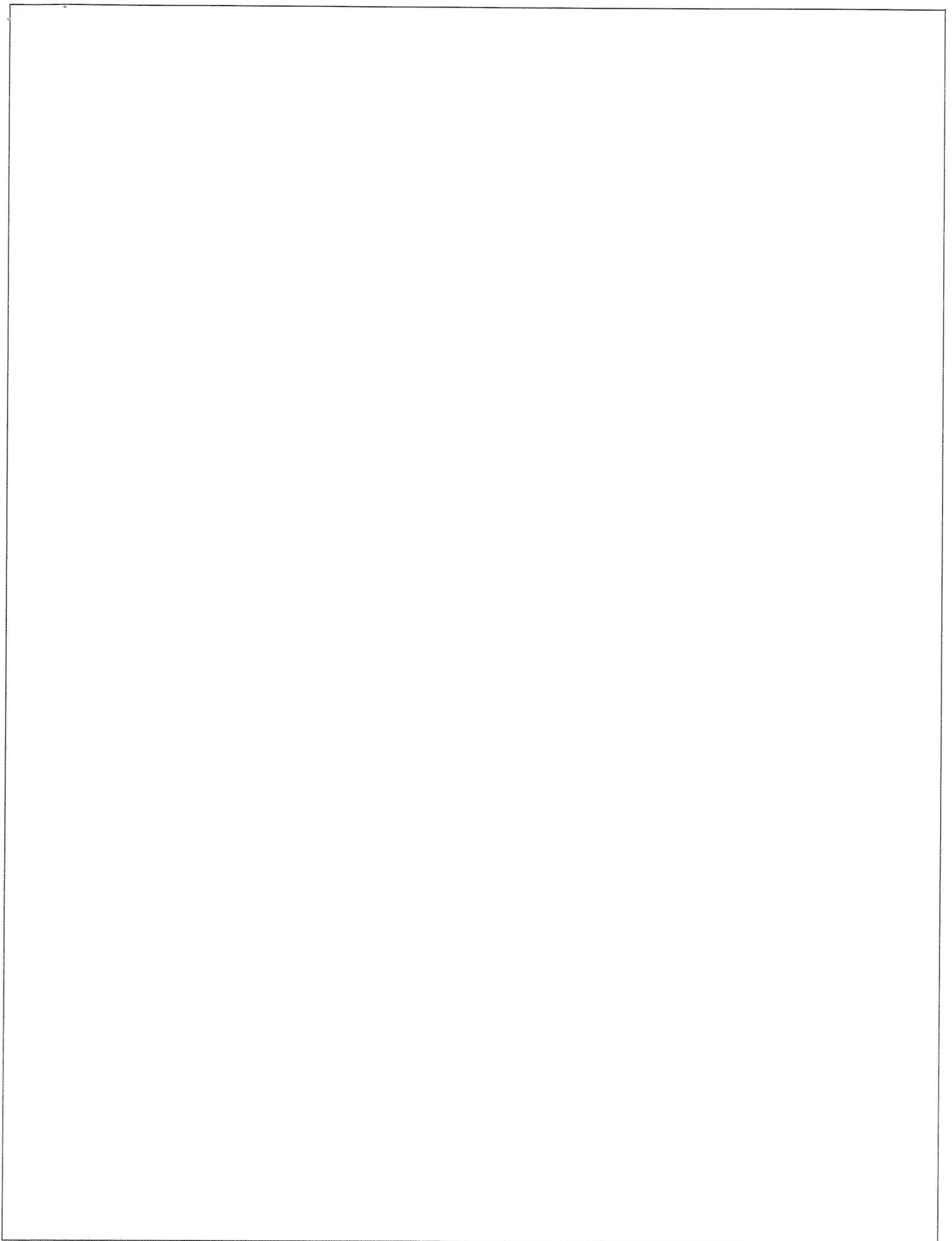
List any friends or relative working for us:

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the Borough? _____

Does applicant have any physical disability, which would prevent him/her from satisfactorily performing the job? ___ Yes ___ No If yes, describe such disability(s) and specific work limitations:

Have you had a major illness in the past 5 years? _____ If yes, describe _____

Have you received compensation for injuries? Yes ___ No ___ If yes, describe _____



Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Work performed responsibilities:	
Address:	Date left:		
Job Title:	Starting Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			
Employer:	Date started:	Work performed responsibilities:	
Address:	Date left:		
Job Title:	Starting Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			
Employer:	Date started:	Date left:	Work performed responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			
Employer:	Date started:	Date left:	Work performed responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Major Field:
High:	1 2 3 4	
College:	1 2 3 4	
Other:	1 2 3 4	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes _____ No _____ If yes, what Branch? _____
 Dates of duty: From _____ To _____ Rank at discharge _____
 List duties in the Service including special raining _____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? _____

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Borough of Brooklawn, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough of Brooklawn later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Brooklawn the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Borough of Brooklawn the right to secure additional job-related information about me. I release the Borough of Brooklawn and its representatives from all liability for seeking such information. I understand that the Borough of Brooklawn is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Borough of Brooklawn will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Borough of Brooklawn may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Brooklawn may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

Voluntary Affirmative Action Information

You are NOT required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program

Applicant Information:

Name: _____

Address: _____

City/town: _____

Phone: () _____

Position Applied For: _____

How did you learn about this position? Advertisement Employment Agency
 Friend Relative Walk-in Other (Explain) _____

Information Regarding Status:

Gender:

Male

Female

Equal Employment Opportunity identification groups:

White

African-American (non-Hispanic)

Hispanic

American Indian/Alaskan native

Asian/Pacific Islander

Other _____

Other protected Groups:

Individual with a disability

Vietnam-era veteran (served between 1964 and 1975)

Disabled veteran

For Borough of Brooklawn use ONLY:

Hired: Yes No Position _____ Date _____

Which EEO job classification best describes the position for which the applicant applied?

1. Officials and Managers
2. Sales workers
3. Operators(semi-skilled)
4. Professionals
5. Office and clerical workers
6. Laborers (unskilled)
7. Technicians
8. Craft workers (skilled)
9. Service workers

Borough of Brooklawn Official _____

Date _____

Interviewed by _____ Date _____

REMARKS: _____

DEPARTMENT: _____

Position _____

Will Report

Salary/Wages