

**INDIANA
WORKFORCE
DEVELOPMENT**



Frank O'Bannon, Governor
Alan D. Degner, Commissioner

Dept. of Workforce Development
Indiana Government Center South
10 North Senate Avenue
Indianapolis, IN 46204-2277
Phone: 317/232-7670
FAX: 317/233-4793
TDD: 317/232-7560
<http://www.workforce.IN.gov>
An Equal Opportunity Employer

TO: Program Directors/Local Office
Managers

FROM: Craig E. Hartzler
Commissioner

DATE: January 20, 1998

SUBJECT: DWD Communication # 1997-13
Revised Policy For Handling Employer Applications

RE: Job Service Program

PURPOSE: To revise DWD Policy for handling employer
applications.

RESCISSION: E96P-9008 (in part)

CONTENT: In DWD Communication #E96P-9008, local office staff were advised that employer applications may be accepted for recruitment efforts if the personal data section (race, age, sex, etc.) of the application is headed by a disclaimer and separated from the general application prior to submission to the employer. This requirement was intended to minimize the liability associated with a potential misuse of the data during the recruitment process.

This policy rescinds that requirement. LOCAL OFFICE STAFF ARE NO LONGER REQUIRED TO SEPARATE THE APPLICATION PRIOR TO SUBMISSION TO THE EMPLOYER if the disclaimer section is signed by the applicant.

EFFECTIVE DATE:
Immediately

ENDING DATE:
Until Rescinded

ACTION:
Local office staff should be informed of this revision and direct any questions regarding questionable employer applications to Fay Stewart, EEO Coordinator, at (317)232-7484, or to Jack Gannon, Attorney, at (317)232-7482.