TO: Program Directors/Local Office Managers
FROM: Craig E. Hartzer
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Until Rescinded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.