## Tips for Reviewing Your Existing Forms

### Items/Language to INCLUDE in the Existing Employment Application Form:

<table>
<thead>
<tr>
<th>Section to Add Change</th>
<th>Sample Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions</td>
<td>If you need help to fill out this application form or during any phase of the application, interview, or employment process, please notify the person who gave you this form and every reasonable effort will be made to accommodate your needs in a timely manner.</td>
</tr>
<tr>
<td>Notes to Applicants</td>
<td>Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After a contingent job offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the City to determine your ability to perform the essential functions of the job, with or without reasonable accommodation. Accommodation is reasonable if it does not impose an undue hardship to the City and does not create a direct threat to the health and safety of yourself or others.</td>
</tr>
<tr>
<td>Job-Related Skills</td>
<td>Do not fill out any part of this section that you believe to be non-job-related. For example, if driving is not required in the job for which you are applying, do not answer questions about whether you have a driver’s license. Have you been given a job description or had the essential requirements of the job explained to you? Yes _ No _ Do you understand these requirements? Yes _ No _ Can you perform the essential requirements of this job with or without reasonable accommodation? Yes _ No _</td>
</tr>
</tbody>
</table>
**Items/Language to REMOVE From the Existing Employment Application Form:**

- Questions about whether the applicant has disabilities or impairments (you may ask about the ability to perform the essential functions of the job with or without reasonable accommodation)

- Questions about history of workers’ compensation claims or work related injuries

- References to the word “handicapped” (replace with “disabled”)

- Checklists asking about specific medical conditions or histories (you may ask if the applicant meets certain state or federal licensing qualifications required to perform the job)

- Questions about medications the applicant is currently taking

- Questions about the number of sick days taken at previous employers (ask instead about days missed in general, or the ability to meet the attendance requirements of the job)

- Questions about obligations to care for others with special needs (ask instead about scheduling availability or overtime restrictions)

- Questions about alcohol use or addiction history (you may ask about the current use of illegal drugs, or about illegal behavior such as driving while intoxicated)

---

1 Many of these medical-related questions may be asked later in the process, once the applicant has received a contingent offer of employment. Such post-offer, pre-employment medical inquiries and examinations should still be job-related, as job-relatedness will be the standard for rejecting applicants after the medical review stage.