

SCHOOL AND COLLEGE LEGAL SERVICES of California

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*A Joint Powers Authority serving school and
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LEGAL UPDATE

September 20, 2011

**To: Superintendents, Member School Districts (K-12)
County Offices of Education**

From: Nancy L. Klein, Sr. Associate General Counsel *NLK*

**Subject: Employment Applications
Memo No. 14-2011**

Employment laws and regulations change from time-to-time. We recommend that you review your employment applications to be sure that they are current and request information that is legally permissible, relevant, and helpful to your identification and employment of qualified new staff.

Statements and inquiries that should be avoided on an employment application include:

- Specify your maiden name.
- What is your date of birth?
- What is your place of birth?
- Are you a U.S. citizen?
- Do you speak or write any foreign languages?
- Do you have any physical or mental disabilities?
- Do you require accommodations?
- Affirmative Action Employer
- Have you ever been arrested?

Please call one of our attorneys if you have any questions regarding pre-employment inquiries or would like some assistance in reviewing and/or updating your employment applications.

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