

## White Paper

# ***Why Use a Customized Employment Application?***



**Elitegroup**<sup>SM</sup>

### ***Your Total HR Solution***

This is one of a series of White Papers that Elite has created to help companies manage key HR practices to help drive their organization's success.

The recommendations and opinions provided by The Elite Group, LLC are based on general human resource management fundamentals, practices, principles, and are not legal opinions or guaranteed outcomes. Elite does not conduct legal research; we recommend as part of a team approach to management that clients consult with legal counsel of their choice to address legal concerns related to human resource issues.

## **Why Use a Customized Employment Application?**

Having all potential hires complete an employment application that is specifically created for your firm provides the following benefits:

- ◆ **Ensures that your firm has communicated to applicants, and they have acknowledged by their signature, legal considerations** including: you are an equal opportunity employer; employment is at will; there is no implied contract; authorization and release of liability for checking references; agreement if hired applicant will comply by the policies of the firm; and notices of immediate termination of employment if it is discovered an applicant knowingly made false statements. **It is important that all candidates complete and sign an employment application that contains these types of legal notices.**
- ◆ **Notifies applicants if pre-employment drug testing, medical exams, background checks, etc. are required by your firm**, and reinforces that any offer of employment would be contingent upon successful completion of these assessments.
- ◆ **Reinforces the company's need to comply with immigration laws, specifically the completion of the I-9 form at the time of hire.** Applicants need to understand that the company is required to determine their eligibility to work in the United States.
- ◆ **Inquires about criminal background by asking the question “*Have you ever been convicted of a felony,*”** and makes the crucial statement, *“A ‘yes’ response does not automatically disqualify your application, but will be reviewed in light of the offense, date and duties related to the job sought.”*
- ◆ **Enables you to obtain information from applicants that is relevant to your particular hiring needs.** For example, if you need employees who are available to work different shifts, the application can include a detailed “Schedule Availability” section. If specific training/certification/licenses or experience with particular techniques or machines are needed, the application can request that information (e.g. software packages, valid driving license & record, CPA, Fork Lift Operator certification, Transcription). You can also obtain applicant's salary histories to determine if they meet your compensation requirements.
- ◆ **Communicates the period of time that an application remains active (usually 30-60 days) and informs candidates when they need to reapply to be considered for future opportunities.** This helps you manage the burden of maintaining active applications for indefinite periods of time.
- ◆ **Helps you determine the literacy level of applicants.** If an applicant's abilities to read and write are not strong, you will now know this from their resumes because someone else may have prepared it for them. The problem may become clear by the amount of time it takes an applicant to complete the application or by how they have responded to the questions.
- ◆ **Provides you a simple predictor of how applicants will perform on the job.** If you ask applicants to fill out an application and they have difficulty or fail to do this, you have a data point to consider in the assessment process.