

Personnel - Certified/Non-Certified

Recruitment and Selection

Affirmative Action

The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or expression, or physical disability. The Board of Education directs the administration to set as a goal the recruitment, selection and employment of qualified people among racial and ethnic minority groups to the end that the school district's employees will proportionately mirror the racial and ethnic composition of this community.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

Legal Reference: Connecticut General Statutes
 4a-60 Nondiscrimination and affirmative action provisions in contracts of
 the state and political subdivisions rather than municipalities
 4a-60a Contracts of the state and political subdivisions, other than
 municipalities, to contain provisions re nondiscrimination on the basis of
 sexual orientation
 10-153 Discrimination on account of marital status.
 46a-60 Discriminatory employment practices prohibited.
 46a-81a Discrimination on the basis of sexual orientation
 Title VII, Civil Rights Act U.S.C. 2000e, et. seq.
 The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as
 amended, 38 U.S.C. §4212
 Title II of the Genetic Information Nondiscrimination Act of 2008

Policy adopted: April 11, 2016

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries

The following list provides questions that can or should not be asked on employment application forms and in pre-employment interviews or other pre-employment inquiries. Some of the questions listed as potentially discriminatory may be asked legally if they relate to bona fide occupational requirements of a particular job, or if there are affirmative action considerations. The following list is excerpted and adapted from a handbook by the Montgomery County (Md.) Human Relations Commission.

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Name	Applicant's full name. Have you ever worked for this business or organization under a different name? Is any additional information relative to a different name necessary to check on your work record? If yes, explain.	Applicant's maiden name. Original name of applicant whose name has been changed by court order or otherwise.
Address/Residence	What is your mailing address? How long a resident of this state or city? (for tax purposes)	Where did you live previously?
Convictions	Have you ever been convicted of a crime? If so, when, where, and nature of offense? Are there any felony charges pending against you?	Inquiries regarding arrests.
Age/Birthdate	May ask only whether applicant is within the legal age range for your employment purpose.	How old are you? What is your date of birth?

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Birthplace		Birthplace of applicant, his or her parents, spouse, or other close relative. Requirement that applicant submit birth certificate, and naturalization or baptismal records.
Citizenship	Are you a citizen of the U.S.? (May be asked only to determine whether applicant has legal right to work in the U.S.? Do you have the legal right to remain permanently in the U.S.?)	Of what country are you a citizen? Are you a naturalized or native-born citizen? When did you become a citizen? Are your parents or spouse naturalized or native-born citizens of the U.S.? Requirement to submit naturalization or birth certificates.
Relatives	Names of applicant's relatives already employed by the school system.	Requirement to furnish address of any relative.
Religion	General questions regarding work hours only, such as: Are you available to work the hours and days required for the job?	Inquiries into religious affiliation.

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Sex		Any inquiry regarding applicant's sex including title of Mr., Miss, or Mrs. Any questions regarding family planning.
Special Skills	Inquiries into special skills such as typing, foreign languages, writing, operating computers, etc.	
Organizations	Inquiry into membership in professional organizations or hobby groups relevant to the job.	Inquiry into membership into specific organizations; the name or character of which reveal personal information which could discriminate against the applicant.
National origin	Inquiry into languages applicant speaks or writes, but only if relevant to the job.	Inquiry into applicant's lineage, ancestry, descent, national origin, nationality, or parentage. Nationality of applicant's parents or spouse. What is your mother's tongue?

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Marital Status		Any inquiries into marital status, plans for a family, or number of dependents. Is your spouse employed and where? What is your spouse's name?
Military Service	Inquiry into applicant's military experience in the Armed Forces of the U.S. or in a state militia (branch, service dates, occupational specialty, reason for leaving.)	Inquiry into applicant's general military experience, not job related.
Dependents		Do you have any children? How old are your children? Do you have any dependents? What childcare arrangements have you made?
Driver's License	May be asked about only if driving is necessary for the job.	Do you have a valid driver's license?
Education	Inquiry into the academic, vocational, or professional education of the applicant and the schools he/she attended.	

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Emergency Notification	Name and address of person to be notified in case of accident or emergency.	Name and address of nearest relative to be notified in case of emergency.
Experience	Inquiries into work experience.	
Health/Pregnancy	Do you have any impairments - physical, mental or medical - which would interfere with your ability to do the job for which you have applied? Are there any positions for which you should not be considered or job duties you cannot perform because of a physical or mental handicap? Inquiries into contagious or communicable diseases which may endanger others.	Are you pregnant? Are you using any contraceptives? Are you planning to have a family? Requirement that women be given a pelvic examination. Do you have a disability or handicap? Do you use any adaptive device or aid? Have you ever been treated for the following diseases...?
Height or Weight		Any inquiries regarding applicant height or weight.
Photograph		Requirement that applicant submit a photograph either before or after the pre-employment inquiry.

Personnel -- Certified/Non-Certified

Equal Employment Opportunity

Affirmative Action

Discriminatory Pre-employment Inquiries (continued)

Subject	Job-Related, Non-Discriminatory Questions	Not Job-Related, Potentially Discriminatory Questions
Race or Color		Questions regarding the complexion or color of skin, national origin, ancestry, etc. (see also "National Origin".)
References	Who suggested that you apply for a position here? Name and address of person(s) for reference.	

Note: After a person has been hired, the school system may make some inquiries that are not permissible in a pre-employment interview or form. Such inquiries must be made uniformly of all employees, and answers must not be used to discriminate unfairly in assignments and transfers.

Legal Reference: Connecticut General Statutes
46a-60 Discriminatory employment practices prohibited.
Executive Order 11246, 42 U.S.C. 2000e note.
Equal Pay Act of 1963, 29 U.S.C. 206(d).

Regulation approved: April 11, 2016

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut