



Personnel Practices Audit: Disabled Applicants

Answer these questions about your policies toward applicants with physical or mental disabilities:

1. Do you limit, segregate or classify an applicant, because of their disability, in a way that adversely affects their job opportunities?
 Yes
 No

2. Do you deny employment opportunities to a qualified individual because of his relationship or association with a person with a disability?
 Yes
 No

3. Do you use qualification standards, employment tests or other selection criteria that tend to screen out individuals with disabilities?
 Yes
 No

On application forms or during job interviews, do you ask any of the following:

4. Have you ever had or been treated for any of the following conditions or diseases [followed by a checklist of various conditions or diseases]?
 Yes
 No

5. Have you ever been hospitalized? If so, for what condition?
 Yes
 No



6. Have you ever been treated by a psychiatrist or a psychologist?

- Yes
- No

7. Is there any health-related reason you may not be able to perform the job for which you are applying?

- Yes
- No

8. Have you had a major illness in the last five years?

- Yes
- No

9. How many days were you absent from work because of illness last year?

- Yes
- No

10. Do you have any disabilities or impairments that may affect your performance in the position for which you are applying?

- Yes
- No

11. Are you taking any prescribed drugs?

- Yes
- No

12. Have you ever been treated for drug addiction or alcoholism?

- Yes
- No



If you answered “Yes” to any of these questions, you could be found in violation of the ADA. The act prohibits any pre-employment inquiries about a disability on application forms, during job interviews or in background or reference checks.