



HURS217 – Recruiting, Selection, and Staffing

Developing a Lawful Application Blank

Deadline

Due by Saturday at 11:59 pm, ET.

Scenario

Consolidated Trucking Corporation, Inc. (CTCI) is a rapidly growing short-haul (local) firm within the greater Columbus, Ohio, area. It has grown primarily through the acquisitions of numerous small, family owned trucking companies. Currently, it has a fleet of 150 trucks and over 250 full-time drivers. Most of the drivers were hired initially by the firms that CTCI acquired, and they accepted generous offers to become members of the CTCI team. CTCI's expansion plans are very ambitious, but they will be fulfilled primarily from internal growth rather than additional acquisitions. Consequently, CTCI is now faced with the need to develop an external staffing system that will be geared up to hire 75 new truckers within the next two years.

Terry Tailgater is a former truck driver for CTCI who was promoted to truck maintenance supervisor, a position he has held for the past five years. Once CTCI's internal expansion plans were finalized, the firm's Human Resource Director (and sole member of the HR department), Harold Hornblower, decided he needed a new person to handle staffing and employment law duties. Harold promoted Terry Tailgater to the job of staffing manager. One of Terry's major assignments was to develop a new staffing system for truck drivers.

One of the first projects Terry undertook was to develop a new, standardized application blank for the job of truck driver. To do this, Terry looked at the many different application blanks the current drivers had completed for their former companies. (These records were given to CTCI at the time of acquisition.) The application blanks showed that a large amount of information was requested and that the specific information sought varied among the application forms. Terry scanned the various forms and made a list of all the questions the forms contained. He then decided to evaluate each question in terms of its probable lawfulness under federal and state (Ohio) laws. Terry wanted to identify and use only lawful questions on the new form he is developing.

Reference

Heneman III, H., Judge, T., & Kammeyer-Mueller, J. (2012). *Staffing Organizations* (7th ed.). New York: McGraw-Hill/ Irwin.

Directions

The following are questions that Terry wants to include on the Application Blank. Assume that you are Terry and are deciding on the lawfulness of each question.

For each question: list the question, determine if it is lawful or unlawful, and justify your reasoning with support from scholarly resources; include the APA citation.

- Birthplace
- Previous arrests
- Previous felony convictions
- Distance between work and residence
- Domestic responsibilities
- Height
- Weight
- Previous work experience
- Educational attainment
- High school favorite subjects
- Grade point average
- Received workers' compensation in past
- Currently receiving workers' compensation
- Child care arrangements
- Length of time on previous job
- Reason for leaving previous job
- Age
- Sex
- Home ownership
- Any current medical problems
- History of mental illness
- OK to seek references from previous employer?
- Have you provided complete/truthful information
- Native language
- Willing to work on Easter and Christmas
- Get recommendation from pastor/priest

Submit your document.