

If you're 60 or over, call your local legal aid office:

| | | | |
|---------------|--------------|-----------------|--------------|
| Eastern CT | 800-413-7796 | Western CT | 800-413-7797 |
| Hartford Area | 860-541-5000 | Bridgeport Area | 800-809-4434 |
| Stamford Area | 800-541-8909 | New Haven Area | 203-946-4811 |

If you're under 60, call SLS for help:



Statewide Legal Services
1-800-453-3320
860-344-0380

Search our website for help:



www.ctlawhelp.org

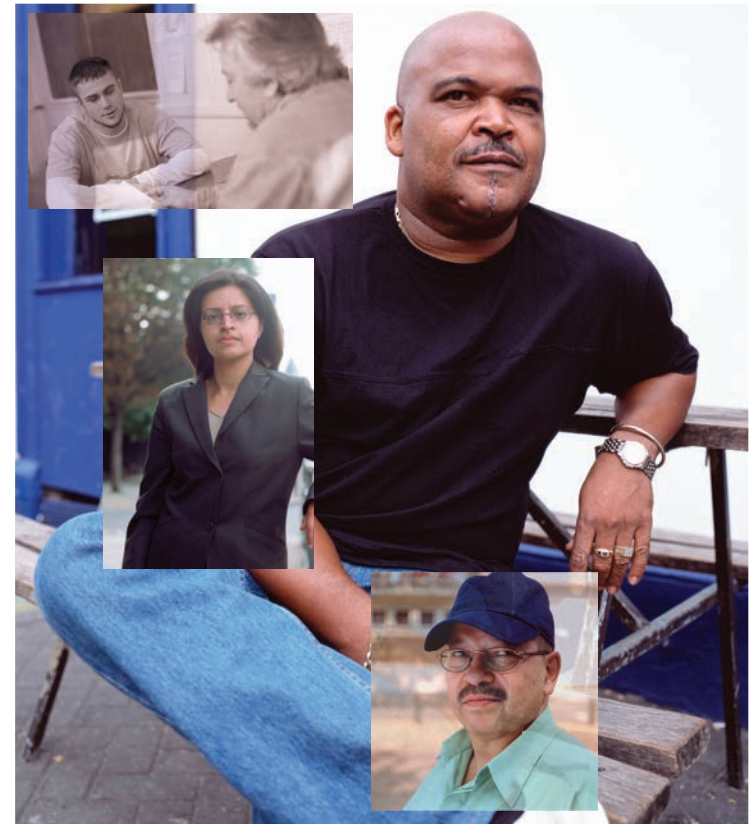
EMPLOYMENT

LEGAL SERVICES

SELF HELP SERIES

Rights of Job Applicants

October 2018



We offer free legal help in many areas, including

- welfare,
- SNAP (food stamps),
- divorce,
- child support,
- domestic violence,
- bankruptcy,
- special education,
- nursing home care,
- health insurance,
- eviction,
- foreclosure,
- and more.

See the reverse side for more about legal services.

This booklet will tell you about your rights when applying for a job if

- you have a criminal record,
- an employer wants to drug test you,
- you have a disability,
- you are pregnant,
- you think someone is discriminating against you, or
- you need legal help and information.

Criminal Records

Can employers ask me about my criminal record?

Employers cannot ask you about your criminal record on the initial job application.

But employers can ask you for written permission to do a background check.

If criminal convictions are reported in your background check, explain to the employer how you have changed and what you learned from your experience.

Where can I learn more about working with a criminal record?

For more information, read the legal aid booklet, *Is Your Criminal Record Keeping You from Working?*

Drug Testing

Can a potential employer make me take a drug test?

Yes, but the employer must give you written notice first. If the test is positive, you must be given a second test to make sure that the first one was accurate.

If you're under 60, call us for help:



Statewide Legal Services
1-800-453-3320 or 860-344-0380

Search our website for help:



www.ctlawhelp.org

If you're over 60, call your local legal aid office.

Connecticut Legal Services

www.ctlegal.org

Bridgeport

1000 Lafayette Blvd 203-336-3851
Suite 950

New Britain

16 Main Street 860-225-8678

New London

125 Eugene O'Neill Dr.
Suite 120 860-447-0323

Stamford

20 Summer Street 203-348-9216

Waterbury

85 Central Avenue 203-756-8074

Willimantic

1125 Main Street 860-456-1761

Greater Hartford Legal Aid

www.ghla.org

999 Asylum Avenue
Hartford, CT 06105
860-541-5000

New Haven Legal Assistance Association

www.nhlegal.org

205 Orange Street
New Haven, CT 06510
203-946-4811

Consumer Law Project for Elders

Free legal assistance to people 60 and over throughout Connecticut who have money/debt problems.

1-800-296-1467

This booklet was produced by Connecticut Legal Services, Greater Hartford Legal Aid, New Haven Legal Assistance Association, and Statewide Legal Services of Connecticut. The information in this booklet is based on laws in Connecticut as of 10/2018. We hope that the information is helpful. It is not intended as legal advice. For advice on your situation, call Statewide Legal Services or contact a lawyer.

You do not need a lawyer to file a complaint.

Is there a deadline to file a complaint?

Yes. You have 180 days after the most recent discrimination to file your complaint. If you miss the 180-day deadline, you may be able to file a complaint, but only with the EEOC within 300 days after the most recent discrimination.

Can I get help filing a discrimination complaint?

Yes. You can get help from the CT Commission on Human Rights and Opportunities (CHRO).

**1-860-541-3400
1-800-477-5737
www.ct.gov/chro
Or talk to a lawyer.**

You have the right to get a copy of the test results, which cannot be shared with anyone.

Disabilities

Do I have to tell someone who is interviewing me that I have a disability?

No. You do not have to talk about your disability at the interview or even after you are hired.

Can an employer treat me differently because I have a disability?

A potential employer **cannot**

- ask you if you have a disability,
- make you take a medical exam (unless they offer you the job), or
- refuse to hire you (unless they are unable to make reasonable changes so you can work there).

A potential employer can **ask** if you are able to perform job duties.

What if I need an employer to change something so I can do the job I'm applying for?

Tell the employer what you need changed and why. The employer must make the change unless you ask for something that is unreasonable.

Note: Your employer has the right to make a change that is different from the one you ask for, as long as it is a reasonable solution that works for you. For more information on the Americans with Disabilities Act, go to www.ada.gov.

What kinds of changes are considered reasonable?

Reasonable changes are changes that would help someone with a disability to apply for or do a job. If the changes would cause extreme hardship, the changes are not reasonable and the employer does not have to make the changes.

For example, reasonable changes could include

- changing your schedule;
- changing the equipment you use, such as your chair or telephone;
- changing your duties; or
- hiring an interpreter or reader so you can do your job.

What if the employer won't make a reasonable change?

If an employer says a change you asked for would cause extreme hardship, call Statewide Legal Services at 1-800-453-3320 or 860-344-0380.

What if I don't get hired because I have a disability?

If you are qualified for a job and have a disability, the law protects you against discrimination. Qualified means you can do the job if the employer makes reasonable changes in the workplace.

The law also protects you if

- the employer *thinks* you have a disability, or
- you have a chronic health problem, even one that does not impact an important life activity.

If you think you have been treated unfairly, you should file a complaint immediately. Continue reading for more information on how to file a complaint.

Pregnancy

Do I have to tell a potential employer that I am pregnant?

No. An employer cannot ask you about your pregnancy unless it is directly related to the job you are applying for.

For more information, read the legal aid booklet, *Pregnancy and Work*.

Discrimination

What if I don't get hired because of discrimination?

If you believe you were not hired or were fired because of discrimination, you can file a complaint.

Your complaint must show that you were treated differently and unfairly because of your

- race, color, ancestry, national origin;
- religion, marital status, sexual orientation;
- age, sex, gender identity or expression;
- pregnancy; or
- disability (physical or mental).

How do I file a complaint?

These agencies can help you with filing a complaint:

The CT Commission on Human Rights and Opportunities. Call them at 1-800-477-5737 or 860-541-3400 or visit their website: www.ct.gov/chro.

The U.S. Equal Employment Opportunity Commission. Call them at 1-800-669-4000 or visit their website at <https://www.eeoc.gov>.