Job Application Forms and Discrimination?

An Honors Thesis (ID 499)

by

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INTRODUCTION

Recruitment is a critical function for any business in today's society. Attracting and maintaining employees is of absolute importance if a firm plans to stay in business. Also, of equal importance to the selection of employees are the legal issues involved with recruiting. It is very costly to a company to select the wrong recruitment procedure and therefore face the possibilities of lawsuits. There are many avenues available to aid in making selection decisions. One such avenue that is often considered the "starting step" in the recruiting process is that of the application blank.

An application blank has been defined as "a form seeking information about the job applicant's background and present conditions (including current address and telephone number)" (Schuler, 1987). It usually represents the first phase in the selection process. In most businesses, application blanks merely serve as information gatherers which have no impact in the hiring decision. However, for others they are used to pre-screen applicants and reduce the number that participate in further phases of the recruiting process. This is especially true of weighted application blanks and biodata application blanks (Computer Decisions, 1985; Schuler, 1987). Whatever their use, the information requested on an application blank is an issue that every business needs to examine carefully.

According to some experts, the size of our labor pool is very restricted in some areas of the country (Rohan, 1988). Since the number of potential applicants has been reduced in
these areas, it has become even more critical to select the proper employees. Part of that selection process involves selecting persons based on qualifications, without discrimination.

Title VII of the Civil Rights Act of 1964, as amended in 1972, addresses just this issue. According to this act, it is illegal to discriminate on the basis of race, color, religion, sex, or national origin (Twomey, 1986). This act also "forbids discrimination in hiring, terms or conditions of employment, union membership and representation, and in the referral of applicants by employment services". As an application form is part of the hiring practice, it is also included under the jurisdiction of this act. Various other acts have been created to further protect individuals, including the aged, minorities, and the handicapped. It is critical that businesses ensure that the information they are obtaining on such application forms does not in any way bear the chance of discriminating against a job applicant that falls into any legally protected classification.

Therefore, it would appear that a company should select the information it asks for on the application blank with great care. If the question or information is considered a bona fide occupational qualification (BFOQ) for a particular job, then generally it will be upheld in court. However, the key to a company's defense of such a question is the proof that it is indeed job-related. This, then, raises the question of what types of questions are considered to be job-related.

Asking questions concerning an applicant's marital status,
number of dependents, child care arrangements, and whether an applicant owns, rents, or lives with his/her parents are those that are best to avoid due to their possible discriminatory overtones and the difficulty showing job-relatedness (Jenks, 1987; Khosh, 1977; Schuler, 1987). Also, questions concerning a person's height, weight, and sex should not be asked unless absolutely a BFOQ. For instance, if the job is one of a bathroom attendant, then obviously sex is important. Facts about sex and gender may adversely influence the way the recruiter responds to the applicants and the way the applicants respond to the recruiters, job opportunities, or company (Powell, 1987). Therefore, unless the information is a bonafide occupational qualification, as in the bathroom attendant, these types of questions are better left off the application blank. Another area which sometimes causes employers trouble is arrest record. It is permissible to inquire about a conviction record, but not arrests. Arrest statistics indicate that almost half of all male Americans have been arrested at least one time (Jenks, 1987). With respect to some minorities, such as blacks, this number jumps to nearly ninety percent (Jenks, 1987). Hence, this information could become a potential source of adverse impact and discrimination. On the other hand, a listing of convictions is considered acceptable and totally legal, as long as only a listing of actual convictions is requested.

Some questions can be asked as long as they are done so in a certain fashion. A good example of this is citizenship. It is fine to ask an applicant if they are a citizen, as long as it
requires only a "yes" or "no" answer (Coady, 1986). It is when applications ask questions concerning nationality, place of birth, and if an applicant is a natural citizen that they run into trouble.

Another area that can cause an employer difficulty is in regard to an applicant's handicaps. It is one thing to ask an applicant if he/she has any handicap or physical limitation which may preclude him/her from performing any or all aspects of the job. It is another matter altogether to ask a general blanket statement such as "Do you have any handicaps?" Whether they have a handicap or not is irrelevant--unless it will in some way interfere with their performance or special accommodations will have to be made by the employer to enable that person to perform the job, such as having special ramps installed or having to provided special desks (Schuler, 1987).

Based on the literature, most questions on application blanks can be sometimes considered discriminatory. However, only one study actually involved a survey of what typical questions are asked by organizations (Coady, 1986). This study involved the fifty state libraries in the United States. It analyzed each of their application forms to determine if they complied with the Equal Employment Opportunity Commission's (EEOC) guidelines concerning pre-employment inquiries. The results indicated that numerous questions were asked that were in conflict with the EEOC guidelines. For instance, questions concerning sex, the garnishment of wages, date of birth, type of military discharge, and marital status are ones that the EEOC takes a dim view of.
Obviously, recruitment involves a great deal of time and money to an organization. Of two-hundred and seven Fortune 1000 companies surveyed, it is estimated that 16.6% of the manpower in the personnel departments and 16% of the budgets are utilized in college recruitment (Rynes & Boudreau, 1986). Even at this level, recruiting is both time consuming and costly.

The purpose of this study is somewhat similar in nature to the study concerning the EEOC guidelines and the state libraries. The goal is to determine if companies in business for a profit included potentially discriminatory questions. However, this study represents a great expansion of the Coady study in that it uses a larger and more diverse sample of for profit businesses. Furthermore, it will not only address and attempt to identify potential EEO problems in application blanks, but also will survey and describe the current state of the application blank. A complete summary of the various questions asked will be provided.

Method

Companies

The companies used in this study consisted of 144 companies in the Midwestern United States. All companies were randomly selected from The Million Dollar Directory: Cross Reference by Geography (1987). Twelve companies were randomly chosen from each of the twelve states in the Midwest. See Appendix 1 for a complete list of all companies.

Design and Procedures
It was decided that all of the states except for those in Indiana would be surveyed by mail (see Appendix 2 for a copy of the letter sent to all companies). All Indiana companies were contacted by phone. Specifically, each company was asked to complete a demographic questionnaire and to send back a copy of the application blank(s) currently in use in their company. A follow-up request was made of all companies who failed to return an application blank with their response to the survey (see Appendix 3 for a copy of the second letter sent to these companies).

At the time of selection, the addresses of the companies were recorded, along with the cross reference page number for their location in The Million Dollar Directory (1987). The envelopes were then addressed and stuffed with the aforementioned letter and mailed. As stated in the letter, the companies were asked to respond by April 22.

During the interim waiting period for the responses, all of the companies were checked in The Million Dollar Directory (1987) in order to determine their area of business. The four categories of businesses surveyed were manufacturing, wholesale, service, and retail.

Data Analysis

A common set of 57 variables were identified. Each application blank was scored based on the types of questions asked. Also, the demographic questions (i.e., type of industry, number of employees, decision making weights given the application blank, and whether or not the company had a personnel
department) were coded. Essentially, the data analysis consisted of computing frequencies for all variables, both across all industry categories and by industry. The Statistical Package for the Social Sciences (SPSSX) was utilized to analyze the data.

Results

Sixty-four companies responded to the surveys. Of this sixty-four, forty-two returned application forms with their surveys. A summary of these results can be found in Table 1. Once an overall picture of the demographics was obtained, the demographics were broken down for each industry. A summary of these results can be found in Table 2.

Of the twenty-two companies who returned the surveys but did not include application forms, thirteen use application forms but did not send them, and six do not use application forms at all. There were also two special cases which will be discussed below. For a summary of the results for the aforementioned companies, see Table 3.

Three of the surveys that were returned without application forms involve special circumstances. A survey returned from a company in Kansas that stated that they have no employees. No explanation was received, so it is possible that they are out of business or the owners are the only employees. A second survey received was from a company in Nebraska. This company classifies itself as a manufacturer, retailer, and in the service industries. The company is involved with fencing equipment and in various related areas. They have two employees but give the
applications no weight nor have a personnel department. The final special survey that was received was from a company in Wisconsin. They also classify themselves as being in three industries--manufacturing, wholesale, and retailing. They have five employees, give the application a weight of 85%, and have no personnel department.

Table 4 shows the results of the frequency analysis based on all industries as well as across all four industries. Based on these results, various differences and similarities became apparent. All of the industries except for retail had between 33% and 46.7% of the companies with personnel departments. For retail this number was only 14.3%.

With respect to the variable pertaining to an applicant's sex, the low was service with 33.3% and the high was wholesale, with 66.7%. Another item reviewed was if the application form asked for physical characteristics such as height, weight, hair color, eye color, etc. Only 33.3% of the service industry application forms required this information, while retail, wholesale, and manufacturing requested 71.4%, 66.7%, and 58.8% respectively.

The wholesale industry was the only one which did not ask for information concerning the number of dependents of the applicant supports or claims. Manufacturing requested this information 29.4% of the time, while service and retail requested it 20.0% and 28.6% of the time respectively.

With respect to arrests, no companies in either the service or wholesale industries asked, and only one company in each of the other two industries made the inquiry. Conviction records,
however, were queried frequently. Both wholesale and retail had 100% of the application forms ask this information, with manufacturing and service following with 58.8% and 66.7% respectively.

The variables of military experience and salary expectations or requirements were also requested frequently. With respect to military experience, the low was 64.7% and the high 100%. For salaries, the low was 42.9% and the high was 76.5%.

Two related areas that were analyzed were the issues of bonding and the garnishment of wages. Bonding was asked in every industry, with a range of 17.6% to 66.7%. Only one company in the retail industry, or 14.3%, inquired whether an applicant’s wages had ever been garnished. It was also only one company in retail that inquired whether applicant’s own their own homes or not. No other industries requested this information.

A very high percentage of applications in each industry inquired as to the citizenship of the applicant. The range was from 85.7% to 100.0%. Only two industries, however, asked any question concerning natural citizenship. One application each in the industries of service and manufacturing asked such a question. Both forms, however, did possess EEOC blocked-off areas.

Two types of handicap questions were reviewed. A general question, where it is simply asked if the applicant has a handicap, and a specific question, where it is asked if the applicant has a handicap that may prevent him/her from performing
the duties of the job. In all the industries, 14.3% or less asked a general handicap question. Specific handicap questions were asked between 47.1% and 66.7% of the time.

Two other variables analyzed were age and date of birth. Every industry's applications asked for age over 50% of the time, with the range falling between 57.1% and 66.7%. Date of birth was requested in all four industries, with a low of 33.3% in wholesale and a high of 71.4% in retail.

Questions concerning who to contact in case of an emergency could be found on application blanks in all four industries. The range was from 29.4% to 57.1%, with the low being in the manufacturing industry and the high in retail. The overall average was 38.1%.

In all industries, except wholesale, slightly over 50% of the application forms stated that the company was an equal opportunity employer. For wholesale, all three applications, or 100%, had this statement. Along a similar vein, one of the variables analyzed was whether or not an application had a special, blocked off section for EEOC related questions (ie sex, age, date of birth, etc.). A variety of results were found for each industry. For manufacturing, only 35.3% had this on the application form, while for wholesale, 100% did. The service and retail industries fell in the middle, with 46.7% and 57.1% respectively.

An applicant's involvement in various organization was questioned in every industry. The service industry had the low
and the retail industry the high, with 13.3% and 57.1% respectively. Wholesale and manufacturing fell in the middle, with the former asking 33.3% and the latter 41.2% of the time.

Three areas concerning education were also analyzed. Foreign languages that an applicant can speak was queried on 31.0% of the application forms, with a range of 13.3% to 66.7%. The amount of education an applicant has financed himself/herself was asked on 17.6% of the manufacturing application blanks--but not in any of the other three industries. With respect to an applicant's intention to further his/her studies, one company (5.9%) in manufacturing and two (13.3%) in service asked for this information.

A total of four companies asked what means of transportation an application had. One company (14.3%) and three companies (20.0%) in retail requested the information.

Marital status was another variable studied. A marked difference was found between the four industries. None of the applications received for the wholesale industry asked for marital status. In the service, manufacturing, and retail industries, that information was requested on 26.7%, 47.1%, and 71.4% of the application forms respectively.

Also analyzed were the variables of drug testing and polygraph tests. Only two companies use drug testing, and both were in manufacturing firms. Only one company employs the use of a polygraph test, and that company was in retail.
With respect to the other variables, the results can be obtained by looking at the aforementioned Table 4.

**DISCUSSION**

This study has indicated that there are indeed many applications that are being utilized by businesses which possess questions which fall into a "grey area" in terms of job-relatedness. Questions concerning such areas as age, date of birth, the ownership of the applicant's home, his/her arrest record, and physical characteristics are examples of such "grey areas". As the results indicate, questions such as these are asked by employers in pre-employment screening application forms.

One of the survey questions considered was whether or not each company had a personnel department. The fact that only 38.1% of the 42 companies have a formal department is interesting. Retail had the lowest percentage, with 14.3%. This is logical since many of the companies that comprise the retail industry consist of small stores, as indicated by the average of 71 employees. Many small shops, such as those found in malls, do not have formal departments. Often, they are owned by entrepreneurs, who act in the capacity of a personnel department. In manufacturing, however, the percentage of companies with personnel departments was 41.2%.

As stated in Table 1, the average weight given the application forms by the 42 companies was 52.4%. I found this result to be interesting also. In the retail industry, for
instance, the average weight was 35%. In wholesale, however, it was 63.3%. Clearly, in retail, the application form is of less importance. Again, this seems logical, as something of primary interest to an employer in retail is likely to be the selling skills that the applicant possesses. This is something that an application form cannot really determine, and could be better determined in other ways, such as through interviews.

Throughout this entire study, the variables that have been examined are being analyzed in with the intention of looking for those that fall into a "grey area". Quite a few items were identified where an employer could have difficulty showing job relatedness. Several of those include the number of dependents, arrest records, the issue of bonding, garnishment of wages, the ownership of the applicant's home, physical characteristics, general handicap questions, date of birth, age, who to contact in case of an emergency, organizations belonged to, foreign languages spoken, the amount of education financed by the applicant and if they planned on future studies, the applicant's means of transportation, the applicant's marital status, and the use of drug and polygraph testing.

Ten out of forty-two companies (23.8%) asked questions concerning the number of dependents of the applicant on the application form. The necessity of this information at this stage in the recruitment/selection process is questionable. Is this relevant to the knowledge, skills, and abilities that the individual has to perform the job?
Three related variables also fall into the "grey area" are arrest records, bonding, and the garnishment of wages. All of these are things that are better left unasked on an application form. The EEOC discourages companies from asking for this type of information because they believe this results in adverse impact on minorities (Coady, 1986). It is acceptable to ask for a listing of convictions, but arrests are not to be asked. Only two companies inquired about arrests and only one about garnishment, but thirteen companies asked questions concerning bonding. Questions of this nature could result in discriminatory charges against an employer--unless they can be shown to be a BFOQ.

Asking questions relating to the ownership of the applicant's home, the amount of his/her education financed, and if he/she plans on future studies are questions that can also be difficult to be shown to be job-related. Whether or not an applicant owns or rents his/her place of living really has no relevance to whether he/she can perform the duties of the job. With respect to the education questions, how much of the education was financed by the applicant is really irrelevant. Suppose they are wealthy and financed 0%--isn't the quality of the education more important than who paid for it? Hiring decisions should be based on the abilities the applicant has in the present, not what future skills he/she may or may not obtain. For all of the aforementioned three variables, three companies asked for the information in each case. Again it is suggested that these questions have virtually no job-relatedness.
Also, similar to education is questions dealing with the ability to speak foreign languages. Thirteen, or 31.0%, of the companies asked about foreign language ability. If this ability is bona fide occupational qualification for the job, then this question is just. However, unless foreign language skills are necessary, this question is irrelevant. In the wholesale industry, 66.7% of the applications requested this information. For manufacturing, retail, and service, foreign language ability was asked 41.2%, 28.6%, and 13.3% of the time respectively. Again, unless it will be necessary on the job, the job-relatedness would be difficult to substantiate and questions of this type may lead to adverse impact for bilingual minorities.

One of the variables that was looked at was whether or not the application form contained a blocked-off section for EEOC purposes. Of the forty-two companies, twenty (47.6%) did have such a section. This raises an interesting point concerning the questions on the application forms concerning sex, age, date of birth, physical characteristics, marital status and general handicap questions. In some cases, the above questions were contained within that section. In others, however, the section was not present or some of the questions were contained outside of the blocked-off area. All of the companies did not place the possible discriminatory questions in a specially marked section for EEOC purposes.

The results indicate that discriminatory questions are indeed asked on application forms. The question becomes whether or not they are contained within a special section which
indicates that the information is being requested solely for EEOC purposes and will not be used in selection decisions. Of course, simply by stating this does not mean that it will be adhered to by the company.

Organizations that an applicant is involved in was also asked frequently (33.3%). Again, I suggest that the relevance to the job is slight. Unless the job requires membership in professional organizations, this really has little to do with the applicants ability to perform the work.

Another question which I found surprising concerned the applicant's mean of transportation to work. I feel that this is not a pertinent question. Whether he/she plans to walk, drive a car, carpool, or take the bus or train should make no difference in the hiring decision. Yet, four of the companies (9.5%) has such a question.

Finally, it can be noted from the results that two companies required applicants to submit to drug testing and one to a polygraph test. Much attention has been focused on these two areas of late, but not many have begun to implement such tests, perhaps due to the questionable validity of such. The polygraph test was in the retail industry and the drug tests manufacturing.

Conclusions and Recommendations

During the course of this study, several difficulties did arise. First, the representativeness of the companies that returned application forms was less than equal. In wholesale, only three applications were returned, while in manufacturing, seventeen were received. Another related problem was the number
of surveys returned without applications forms. Either there was a misunderstanding on the part of the companies, or they treat their application forms as confidential and therefore chose not to send the application form.

When the letters were sent out, they were addressed to the personnel directors of each company. If names had been able to be obtained and the letters addressed directly to the correct person, the response rate may have been higher. Finally, when determining the areas in which each business is involved (for Appendix 1), the 1987 Million Dollar Directory was replaced with the 1988 edition before all such information could be obtained. Consequently, in the 1988 edition, several companies were not reported, and the information for those is not included in Appendix 1.

As has been shown by this study, there are numerous areas of questions for application blanks that exist that can be potentially discriminatory. Questions concerning sex, the garnishment of wages, number of dependents, and whether or not an applicant owns his/her own home are not illegal to place on the application form. However, what is done with the information that is obtained can cause discrimination in the recruitment and selection procedure of a company. The only information that should be utilized when making a selection decision is information that is relevant to how the applicant will perform the job.
In order to protect themselves, businesses need to ask for information that is clearly job-related and necessary in making those selection decisions. Granted, the other information is often needed for record keeping purposes. However, it is only needed for employees and not potential employees. Therefore, a business would be wise to delay the acquisition of that information until the applicant has been hired as an employee of that company.

This study merely scratches the surface of the area of application form question relevancy. This study has illustrated that non-relevant questions are present on many application forms. Further research needs to be conducted to further develop the results of this study. Possible further studies would include expanding the area and number of companies surveyed, looking at only one industry at a time, and increasing the scope of questions analyzed.

Without doubt, some application forms do contain requests for information that an applicant does not have to answer. Will leaving a question blank affect your chances of employment? With some companies, yes, and others, no. It is a difficult decision that every applicant must make. Regardless of that decision, businesses today need to be more concerned with the questions they are asking applicants to answer. They need to become more conscious of asking only job-related information that is necessary to make hiring decisions. If they do not, some of their application forms may very well land them in court!
BIBLIOGRAPHY

"Biodata: Key to Better Hires?" Computer Decisions, 12, October 1987, 731(13).


TABLE 1

DEMOGRAPHICS

<table>
<thead>
<tr>
<th>Companies Which Returned Application Forms</th>
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<tr>
<td>Total Number of Companies: 42</td>
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<tr>
<td>Mean Number of Employees: 735</td>
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<tr>
<td>Range of Employees: 9 - 12,600</td>
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<td>Average Weight Given Applications: 49.9%</td>
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<tr>
<td>Range of Weights Given Applications: 0 - 100%</td>
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<tr>
<td>Variable</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>Number of Companies</td>
</tr>
<tr>
<td>Mean Employees</td>
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<tr>
<td>Range of Employees</td>
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<td>Avg. Weight of Apps.</td>
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<td>Variable</td>
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<tr>
<td>Avg. Weight of Apps.</td>
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<td>Range of Weights</td>
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**DEMOGRAPHICS OF SURVEYS WITHOUT APPLICATION FORMS (BUT WHO DO NOT USE THEM)**

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<thead>
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<th>Variable</th>
<th>MFG</th>
<th>WHL</th>
<th>SERV</th>
<th>RET</th>
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<td>3</td>
<td>0</td>
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<td>505</td>
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<td>1 - 7</td>
<td>4 - 1500</td>
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### TABLE 4
SUMMARY OF RESULTS

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<th>Variable</th>
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<th>WHL</th>
<th>SERV</th>
<th>RET</th>
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<td>33.3(1)</td>
<td>46.7(7)</td>
<td>14.3(1)</td>
<td>38.1(16)</td>
</tr>
<tr>
<td>Sex</td>
<td>41.2(7)</td>
<td>66.7(2)</td>
<td>33.3(5)</td>
<td>42.9(3)</td>
<td>40.5(17)</td>
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<td>Maiden Name</td>
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<td>0.0</td>
<td>6.7(1)</td>
<td>14.3(1)</td>
<td>4.8(2)</td>
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<td>Conviction Record</td>
<td>58.8(10)</td>
<td>100.0(3)</td>
<td>66.7(10)</td>
<td>100.0(7)</td>
<td>71.4(30)</td>
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<td>Military Service</td>
<td>64.7(11)</td>
<td>100.0(3)</td>
<td>80.0(12)</td>
<td>85.7(6)</td>
<td>76.2(32)</td>
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<td>Bonding</td>
<td>17.6(3)</td>
<td>66.7(2)</td>
<td>33.3(5)</td>
<td>42.9(3)</td>
<td>31.0(13)</td>
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<td>13.3(2)</td>
<td>14.3(1)</td>
<td>9.5(4)</td>
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<td>0.0</td>
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<td>7.1(3)</td>
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<td>Credit Cards</td>
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<td>0.0</td>
<td>6.7(1)</td>
<td>0.0</td>
<td>2.4(1)</td>
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<td>Salary</td>
<td>76.5(13)</td>
<td>66.7(2)</td>
<td>46.7(7)</td>
<td>42.9(3)</td>
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<td>Race</td>
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<td>33.3(1)</td>
<td>13.3(2)</td>
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<td>Physical Characteristics</td>
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<td>66.7(2)</td>
<td>33.3(5)</td>
<td>71.4(5)</td>
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TABLE 4 (CONT.)

SUMMARY OF RESULTS CONT.

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</table>
ILLINOIS

1. Crest Foods Co. Inc.
   115 Main St.
   Ashton, Illinois 61006
   (Manufactures Stabilizing Ingredients for Dairy Industry,
    Contract Packaging of Dry Food Products)

2. Spill Stop Manufacturing Co.
   1509 LeMoyne Ave.
   Melrose Park, Illinois 60160
   (Manufactures Bar Supplies)

3. Munson Marine Inc.
   31535 N. Highway 12
   Round Lake, Illinois
   (Retails Boats, Motor Ski Equipment, Sportswear)

A. Acme Graphic Services Inc.
   4001 Industrial
   Arlington Heights, Illinois 60008
   (Rotograve and Offset Printing)

5. Castle Buick Inc.
   6800 W. Ogden Ave.
   Berwyn, Illinois 60402
   (Retails New and Used Automobiles)

   One Hollow Tree Lane
   Elmhurst, Illinois 60126
   (Manufactures & Wholesales Cookies, Crackers, & Related
    Products)

7. Illinois Armored Car Corp.
   2001 W. Cermak Road
   Maywood, Illinois 60153
   (Armored Transport Service)

8. Ideal Cabinet Co., Inc.
   2130 S. Foster
   Wheeling, Illinois 60090
   (Manufactures Wood Cabinets & Millwork)

9. Staley Continental Inc.
   1701 Golf Road
   Arlington Heights, Illinois 60008
   (Holding Company)
10. Good Apple Inc.  
   1204 Buchanan  
   Carthage, Illinois 62321  
   (Educational Products Publisher)

11. South Shore Meats Co.  
   9352 S. Ashland  
   Chicago, Illinois 60620  
   (Cannot Find)

   Civic Industrial Park  
   LaSalle, Illinois 61301  
   (Manufactures Badge Making Equipment & Accessories, Retail Outdoor Clothing & Equipment)

INDIANA

13. Norcen Bank  
    101 Main St.  
    Culver, Indiana 46511  
    (Bank)

14. Millers Mart Inc.  
    1805 Lincolnway  
    Valparaiso, Indiana 46383  
    (Retail Department Store)

15. Biomet Inc.  
    Airport Industrial Park  
    Warsaw, Indiana 46580  
    (Manufactures Orthopedic Prosthetic & Surgical Appliances & Supplies)

16. Holiday World Theme Park  
    Highway 162  
    Santa Claus, Indiana 47579  
    (Christmas Lake, Golf, Country Club)

17. Bristol Corporation  
    211 W. Washington St.  
    South Bend, Indiana 46601  
    (Wholesales & Manufactures Plumbing Products & Manufactures Copper Wire and Cable)

18. Garwood Orchards Inc.  
    5911 W. Rd. 50 S.  
    LaPorte, Indiana 46350  
    (Deciduous Fruit Trees & Vegetable Farm)

19. Eagle Products Inc.  
    1121 W. 11th St.  
    Mishawaka, Indiana 46544  
    (Manufactures Dry Pet Food)
20. Neighborhood Drugs Inc.  
2341 W. Franklin St.  
Evansville, Indiana 47712  
(Retail Drug Store & Cafeteria & Luncheonette)

21. Indy Amusements  
5147 E. 65th St.  
Indianapolis, Indiana 46220  
(Leases Coin Operated Amusement Equipment)

22. Marsh Supermarkets Inc.  
501 Depot St.  
Yorktown, Indiana 47396  
(Supermarket)

23. Bell Fibre Products Corp.  
3102 S. Boots St.  
Marion, Indiana 46953  
(Manufactures Corregated Shipping Containers, Flexible Packaging, Recycled Linerboard & Wax Paper)

24. Merchants National Bank  
One Merchants Plaza  
Indianapolis, Indiana 46255  
(Bank)

IOWA

25. Peoples Telephone Co.  
221 Main  
Aurelia, Iowa 51005  
(Cannot Find)

210 N. 1st St.  
Laurens, Iowa 50554  
(Wholesales Groceries, Produce, & Meat)

27. Lawn Hill Co-Op In  
1 Mi N.  
NW Providence, Iowa 50206  
(Wholesales Grain and Feed, Retails Lumber & Other Building Materials)

28. Happy Joes Pizza Ice Cream Parlor  
1875 Middle Road  
Bettendorf, Iowa 52722  
(Pizzaria, Ice Cream Parlor, Restaurant Franchisor, and Retail Bakery Products)

29. Atrium Village Inc.  
3rd & Brady  
Hills, Iowa 52235  
(Retirement Complex & Apartment Building Operator)
30. Postville Telephone Co.  
132 S. Lawler St.  
Postville, Iowa 52162  
(Telephone Company)

31. Bahusen Martin John  
Rural Route 1  
Schleswig, Iowa 51461  
(Soybean Corn & Livestock)

32. Citizens National Bank  
724 Story St.  
Boone, Iowa 50036  
(Bank)

33. Western Iowa Telephone Association  
204 Cedar St.  
Lawton, Iowa 51030  
(Cannot Find)

34. C & C Custom Cycle  
Highway 34  
Russell, Iowa 50238  
(Retails & Repairs Motorcycles)

35. Frazier Inc.  
3 Miles N. & 1 Mile W.  
Van Horne, Iowa 52346  
(General Farming, Cash Grain Production, Hog & Cattle Feedlots, and Soybean Farms)

36. Plumbs Jewelry Store Inc.  
218 6th Ave.  
Suite 602  
Des Moines, Iowa 50309  
(Retails & Repairs Jewelry)

KANSAS

37. Botkin Grain Co., Inc.  
313 N. Argonia St.  
Argonia, Kansas 67004  
(Operates Grain Elevator, Wholesales Farm Supplies and Petroleum Products)

38. Williams Service Inc.  
N. Main & Highway #50  
Florence, Kansas 66851  
(Operates Grain Elevator, Wholesale Farm Supplies & Petroleum Products)

39. Southwest Daily Times  
16 S. Kansas Ave.  
Liberal, Kansas 67901  
(Newspaper Publisher & Printing)
40. McNally Pittsburg Inc.  
Kansas Division  
100 N. Pine  
Pittsburg, Kansas 66762  
(Commercial Property Lessor)

41. Alfalfa Pellets Inc.  
2 1/2 Mile NW of Town  
Great Bend, Kansas 67530  
(Manufactures Alfalfa Pellets)

42. Hisonic Inc.  
249 N. Troost  
Olathe, Kansas 66061  
(Manufactures Electronic Components)

43. Capital Iron Works Co., Inc.  
701 Adams  
Topeka, Kansas 66607  
(Manufactures Prefabricated Steel Products)

44. Great Guns Inc.  
125 N. Market  
Witchita, Kansas 67202  
(Oil Well Logging & Perforating)

45. High Plains Publishers Inc.  
1500 E. Wyatt Earp Blvd.  
Dodge City, Kansas 67801  
(Publish Farm Newspaper)

46. Brown Welding Supply Inc.  
253 N. Santa Fe  
Salina, Kansas 67401  
(Wholesale Welding Equipment & Compressed Gas Cylinders)

47. Multimedia Cablevision, Inc.  
701 E. Douglas  
Wichita, Kansas 67202  
(Cable Television Operator)

48. Dugan Truck Line Inc.  
10200 W. K-42 Blvd.  
Wichita, Kansas 67215  
/Common Carrier)
MICHIGAN

49. Crist Dean Cabinet Shop
   738 S. Lane St.
   Blissfield, Michigan 49228
   (Retail Furniture, Operators of Non-Residential Buildings,
   General Contractors, Single Family Houses)

50. Kiebco Foods Inc.
   941 W. Round Lake Road
   DeWitt, Michigan 48820
   (Wholesales Meats & Meat Products)

51. Acme Manufacturing Co.
   650 W. 12 Mile Road
   Madison Heights, Michigan 48071-2407
   (Manufacturers Grinding & Deburring Machinery)

52. McNamee Porter & Seeley
   3131 S. State St.
   Ann Arbor, Michigan 48104
   (Consulting Engineers)

53. Bacon Enterprises
   5851 Elmwood dr.
   Cadillac, Michigan 49601
   (Restaurant Coin Operated Devices & Laundries & Operator
   Shopping Mall)

54. Osten Meat Company
   3340 Trumbull
   Detroit, Michigan 48208
   (Wholesales Fresh Meat)

55. Gill & Williams Tooling Inc.
   5801 Clay SW
   Grand Rapids, Michigan 49508
   (Manufactures Tools, Dies & Automotive Stampings)

56. Buckeye Products Corp.
   410 E. Beecher St.
   Adrian, Michigan 49221
   (Plating)

57. Core Industries Inc.
   500 N. Woodward Ave.
   Bloomfield Hills, Michigan 48013
   (Manufactures Specialty Products within Four Major
   Industries)

58. Koppy Corp.
   1530 Farrow Ave.
   Ferndale, Michigan 48220
   (Manufactures Dies, Tools, & Fixtures)
   1901 W. Saginaw St.
   Lansing, Michigan 48915
   (Wholesales & Retails Electrical Lighting Supplies)

60. Big John Steak & Onion
   Big Johns Sub Shops
   1495 N. Belsay
   Flint, Michigan 48509
   (Restaurant)

MINNESOTA

61. Double D Inc.
   Route 1
   Crookston, Minnesota 56716
   (Produce Sugar Crops)

62. Century Plastics Inc.
   Railroad Right of Way
   Hayfield, Minnesota 55940
   (Manufactures Miscellaneous Plastics Products)

63. Gopher Mining Co.
   10000 W. Highway 55
   Minneapolis, Minnesota 55441
   (Bituminous Coal & Lignite Production)

64. Proctor Foods Inc.
   517 2nd Ave.
   Proctor, Minnesota 55810
   (Retail Groceries)

65. Security State Bank
   Main St.
   Deer Creek, Minnesota 56527
   (Bank)

66. Flann Heating
   1st St. N. & Hillcrest Ave.
   Lake Lillian, Minnesota 56253
   (Plumbing, Heating, & Air Conditioning)

67. Northwestern Drug Co.
   2001 NE Kennedy
   Minneapolis, Minnesota 55413
   (Wholesales Drugs & Sundries)

68. Bemidji Bowl
   2317 Bemidji Ave.
   Bemidji, Minnesota 56601
   (Bowling Alley, Retail Beer & Snack Bar)
69. American Fraternal Union
   111 S. 4th Ave. E.
   Ely, Minnesota 55731
   (Life Insurance)

70. Bjorklund Lime Service
    Highway 5
    Isanti, Minnesota 55040
    (Lime Spreading Service)

71. DOF Inc.
    5701 Green Valley Dr.
    Minneapolis, Minnesota 55437
    (Installment Sales Finance Company)

72. All Nation Insurance Co.
    155 Aurora Ave.
    St. Paul, Minnesota 55164
    (Automobile and Mobile Home Insurance)

MISSOURI

73. Gamel Oil Co.
    1320 S. Elliott
    Aurora, Missouri 65605
    (Retail Gasoline and Groceries, Subdividers & Developers)

74. Lynn Seeds Inc.
    Highway E
    Cooter, Missouri 63839
    (Wholesale Farm Supplies)

75. Bold Inc.
    1023 E. 75th St.
    Kansas City, Missouri 64131
    (Personal Financing Company)

76. Nemo Coal Inc.
    P.O. Box 887
    Moberly, Missouri 65270
    (Bituminous Coal Mining)

77. Weathercraft Inc.
    Old Highway 63
    Cedar City, Missouri 65022
    (Cannot Find)

78. Osborn Paper Co.
    1024 Byers
    Joplin, Missouri 64801
    (Wholesales Industrial Personal Service Paper & Janitorial Supplies)
79. Novelty Seed Co.
Main St.
Novelty, Missouri 63460
(Seed Cleaning & Wholesale Seed)

80. Bell M A Co.
217-19 Lombard
St. Louis, Missouri 63102
(Wholesales & Manufactures Foundry Supplies & Equipment)

81. Barry Electric Co-Op
100 Main
Cassville, Missouri 65625
(Electric Services)

82. Block Management Co.
4410 Main
Kansas City, Missouri 64111
(Management Service)

83. Berry Bramble Inc.
25 E. Frisco
St. Louis, Missouri 63101
(General Contractors)

84. Carleton Oil Co., Inc.
102 Gum St.
Union, Missouri 39365
(Wholesale Petroleum Products)

NEBRASKA

85. Feedlot Fencing Inc.
1 Mile S. & 1 1/4 Mile W.
Bruning, Nebraska 68322
(Wholesales Fencing, Industrial Machinery, & Equipment)

86. Union Insurance Co.
14 th St. at Q
Lincoln, Nebraska 68508
(Multi-Line Insurance)

87. Clyde Body Shop
329 S. Washington St.
Papillion, Nebraska 68046
(Truck Body & Engine Repair)

88. Steinbach Cattle Co.
N. of Wolf Creek
Wolf Creek, Nebraska 59648
(Cattle Ranching)
89. GTL Trucklines Inc.  
880 E. Country Club Road  
Gering, Nebraska 69341  
(Long Distance Trucking)

90. G & G  
4907 Chicago  
Omaha, Nebraska 68131  
(Wholesales Emblems & Badges)

91. Lilly Sand Gravel  
Route 1  
Prosser, Nebraska 68868  
(Gravel Mine)

92. Aurora Tile Co.  
1235 M. St.  
Aurora, Nebraska 68818  
(Wholesales Asbestos, Cement, & Irrigation Well Casings)

93. Peed Publishing Co.  
120 W. Harvest Dr.  
Lincoln, Nebraska 68501  
(Cannot Find)

94. Binder Joe  
N. Highway 8  
Paunee City, Nebraska 68420  
(Farming)

95. Fairbanks International Inc.  
204 1st St.  
Shelton, Nebraska 68876  
(Wholesales Farm Implements & Repair)

96. Debron In  
W. Highway 77  
Lyons, Nebraska 63038  
(General Farming)

NORTH DAKOTA

97. Dales Jewelry & Gift Shop  
411 Main  
Libson, North Dakota 58054  
(Retails Jewelry & Gifts)

98. Cimarron Heights Inc.  
55 S. 27th St.  
Fargo, North Dakota 58103  
(Mobile Home Park Development)
925 E. Main
Bismarck, North Dakota 58502
(Retail & Service & Install Swimming Pools, Retail Building Materials, Nonresidential Building Construction)

100. Ambassador Motel
2021 S. Washington
Grand Forks, North Dakota 58201
(Motel)

101. Schuler Inc.
Side St.
Barney, North Dakota 58008
(Wholesales Grain & Farm Supplies)

102. Hebron Brick Co.
E. Washington Ave.
Hebron, North Dakota 58638
(Manufactures Clay Brick)

103. Reeder Equity
R/R Right of Way
Reeder, North Dakota 58649
(Cannot Find)

104. Westgo Inc.
200 W. 8th St.
West Fargo, North Dakota 58078
(Wholesales & Manufactures Farm & Garden Machinery and Equipment, Wholesales Automotive Parts & Supplies, Holding Company)

105. Atlas Inc.
2030-2031 Front Ave. E.
Bismarck, North Dakota 58501
(Manufactures Ready-Mixed Concrete)

106. Home of Economy
1600 Northwest St.
Grand Forks, North Dakota 58201
(Retails Automotive & Home Supplies)

107. Bernies Service
123 Main St.
Mohall, North Dakota 58761
(Service Station)

108. Midway Motel
643 E. Main
West Fargo, North Dakota 58078
(Motel)
OHIO

109. Barrett Cadillac Inc.
907 Wick Ave.
Youngstown, Ohio 44505
(Retail & Service Automobiles)

110. CBS Computers Inc.
Cado Computers
7233 Whipple NW
Canton, Ohio 44720
(Retail Business Computer Systems, Software Maintenance, & Hardware)

111. Larry's Painting Service
726 Davis Lane
Addison, Ohio 45610
(Painting Contractor)

112. Kern Manufacturing Co., Inc.
24000 Mercantile Road
Cleveland, Ohio 44122
(Manufactures Maternity Brassiers & Garter Belts)

113. Restaurant Equippers Inc.
635 W. Broad St.
Columbus, Ohio 43215
(Cannot Find)

114. American Management Inc.
5725 Dragon Way
Cincinnati, Ohio 45227
(Real Estate Managers)

115. Dons Hallmark Shops
107 S. First St.
Coldwater, Ohio 45828
(Retail Greeting Cards)

116. Huron Cement Products Co.
617 Main St.
Huron, Ohio 44839
(Manufactures Ready-Made Concrete & Retail Building Materials)

117. Annaco Inc.
943 Hazel St.
Akron, Ohio 44309
(Wholesales & Processes Scrap Iron, Steel, & Non Ferrous Metals, Metal Service)

118. Great American Insurance Co.
580 Walnut St.
Cincinnati, Ohio 45202
(Property Casualty Insurance Holding)
119. Beach Co.
    240 Browns Lane
    Cashocton, Ohio 43812
    (Printing, Commercial Advertising, Wall Calendars)

120. Eaton Fabricating Co.
    1009 McAlpin Ct.
    Grafton, Ohio 44044
    (Machine Shop)

SOUTH DAKOTA

121. Commercial State Bank
    204 S. Main
    Wagner, South Dakota 57380
    (Bank)

122. Kingswood Mink Ranch
    Rural Route 1
    Armour, South Dakota 57313
    (Mink Farmer)

123. Wookey Potatoe
    Rural Route 1
    Box 26
    Clark, South Dakota 57225
    (Cannot Find)

124. Kelty Joe
    10 Mi. N. & 1 Mi. W.
    Plankinton, South Dakota 57368
    (General Farms--Primarily Crop, Retails Sewing Needlework & Piece Goods)

125. Loup Dairy
    Box 2
    Whitewood, South Dakota 57793
    (Dairy Farmer)

126. Schwab Brothers
    Rural Route 2
    Andover, South Dakota 57422
    (Cannot Find)

127. Nelsons Inc.
    Main St.
    Miller, South Dakota 57362
    (Wheat Farm, Wholesales Seed)

128. Diamond B Industries Inc.
    311 S. Pierre
    Pierre, South Dakota 57501
    (Crude Oil Production)
129. Best Western Plains Motel
712 Glenn St.
Wall, South Dakota 57790
(Hotels, Motels, & Touris Courts)

130. Jewett Drug Co.
217 Railroad Ave. SE
Aberdeen, South Dakota 57401
(Wholesales Drugs & Small Appliances)

131. Farmers Union Oil Co.
551 E. Highway 18
Menno, South Dakota 57045
(Wholesales Bulk Petroleum, Retails Fertilizer, Gasoline Service Stations & Hardware)

132. Yaggies Inc.
220 Mulberry St.
Yankton, South Dakota 57078
(Wholesales Grain & Manufactures Feed Products)

WISCONSIN

133. Brandt Inc.
705 S. 12th St.
Watertwon, Wisconsin 53094
(Manufactures Money Handling Machines, Coin Wrappers, & Bill Straps)

134. Dinos Restaurant Inc.
1816 16th St.
Racine, Wisconsin 53403
(Restaurant & Tavern)

135. Com-Tec Inc.
639 Hickory Farms Lane
Appleton, Wisconsin 54915
(Telephone System, Installation & Contract Electric Engineering)

136. Railway Express Agency Inc.
135 W. Walls St.
Room 200
Milwaukee, Wisconsin 53203
(Cannot Find)

137. Kohler Co.
444 Highland Dr.
Kohler, Wisconsin 53044
(Manufactures Plumbing Fixtures, Internal Combustion Engines, Generators, Sets, Brass Fittings & Miscellaneous Plastics Products)
138. Gruetts Inc.
Highway #114 W.
Box 52
Potter, Wisconsin 54160
(Wholesales & Manufactures Farm Machinery & Equipment)

139. Appliance Products Co.
5643 Reiener Road
Sun Prairie, Wisconsin 53590
(Manufactures Industrial Mufflers)

140. Presto Products Inc.
670 N. Perkins St.
Appleton, Wisconsin 54914
(Manufactures Plastic Wrap & Bags, Household & Sanitary Food Containers & Pallet Stretch Wrap Film, Moist Towelettes & Plastic Cutlery)

141. Eagle Supply & Plastics Inc.
500 E. Winnebago
Appleton, Wisconsin 54911
(Wholesales Industrial Chemicals & Allied Products)

142. Gillet Communications Co.
F.O. Box 1428
Green Bay, Wisconsin 54305
(Holding Company, Newspaper Publishing, Television & Radio Broadcasting)

143. Law Enforcement Supply
2525 W. Vliet
Milwaukee, Wisconsin 53201
(Wholesales Firearms & Nondurable Goods)

144. 7-Up Bottling Co., Inc.
326 S. Main
Rice Lake, Wisconsin 54868
(Manufactures Carbonated Beverages)
Dear Personnel Director:

I am currently a senior management major at Ball State University in Muncie, Indiana. I am also a member of our honors college, and in order for me to graduate from this college, I must complete a thesis.

I have chosen to conduct a study on job application forms. I am randomly surveying companies across the Midwest, like yours, of varying sizes and industries. I am requesting that each one take only a few moments to complete the few questions at the bottom of this letter and to return them, along with any and all application blanks, to me by Friday, April 22. I need to receive the applications by this date to allow me sufficient time to complete my thesis, and therefore graduate.

I would like to thank you for your time and cooperation in helping me fulfill my graduation requirements. If you have any questions, please feel free to contact my faculty advisor, Dr. Jeff Hornsby, at (317)285-5306. Again, thank you for all of your help.

Sincerely,

Susan Mooney

1. What type of industry do you classify your business or company as? (Circle one)
   Manufacturing   Wholesale   Service   Retail

2. How many employees do you currently have?____________________

3. Based on 100%, what weight do you give application forms in your selection process?______________________________

4. Do you have a formal personnel department?_________________

5. Would you like a copy of the results of this study?_______
Dear Personnel Director,

Thank you so much for your quick response in returning my survey. However, in order for me to complete this thesis, I also need you to send me the application form that your company uses in its recruiting/hiring practices.

I appreciate the responses to the survey that you returned. I would also greatly appreciate it if you could please send me a copy of your application form as soon as possible. I am very excited about this project, and want to be able to finish it so I can complete my graduation requirements.

I look forward to receiving your application form soon. Your cooperation is helping me complete my project on time. Again, thank you for all your help.

Sincerely,

Susan Mooney