

**JUNE 7, 2018**

9:00 AM – 3:00 PM  
[TBD]

# 1-DAY New Hire Training Processing New Applicants for Police Positions

Participants: All Management & Hiring Personnel

**INSTRUCTOR**  
Alfred P. Donovan  
APD Management Consultants

## TOPICS

**COST: \$179**

Includes: -1 Day Seminar

**REGISTER AT:**

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- ❖ What questions can you ask on an employment application?
- ❖ What questions CANNOT be asked during an interview?
- ❖ Law enforcement has legal access to criminal record information. How much of that information can you legally use? And what specifically cannot be used?
- ❖ Can you compel an applicant to provide access to their personal social media sites?
- ❖ How to steer clear of discriminatory traps in your application and follow-up process.
- ❖ M.G.L. Chapter 151B, §4(9). Can you ask an applicant about a “Not Guilty” finding?
- ❖ M.G.L. Chapter 276, §100A. Can an applicant rightfully indicate they have “no record” if they have a sealed record on file?
- ❖ Can an applicant rightfully indicate they have “no record” if they committed a misdemeanor several years ago?
- ❖ Obtaining and interpreting military records.
- ❖ HIPPA regulations and the employee process
- ❖ What effect can social media information have on the application process?

