

PRE-EMPLOYMENT INQUIRY GUIDE

SUBJECT	PERMISSIBLE INQUIRIES	INQUIRES TO AVOID
Name	For access purposes, whether applicant's work records are under another name. "Have you worked for this company under a different name?" Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work or educational record?"	Inquiries about the name that would indicate applicant's lineage, ancestry, national origin, or descent. Inquiry into previous name of applicant where it has been changed by court order or otherwise. To ask if a woman is Miss, Mrs. or Ms., or to ask for maiden name.
Marital and Family Status	None. After hiring: a) Status (only married or single) for insurance and tax purposes. b) Number and ages of dependents and age of spouse for insurance and tax purposes	Avoid asking marital status, number and/or age of children, who cares for them, or if applicant plans to have children; any inquiry concerning pregnancy; any similar question that directly or indirectly results in limitations of job opportunity in any way.
Age	Whether the applicant meets the minimum age requirements as set by law and indication that on hiring proof of age must be submitted in the form of a birth certificate or other forms of proof of age.	Requirement that applicant state age or date of birth before hiring. Requirement that applicant produce proof of age in the form of a birth certificate or baptismal record.
Disabilities	Can you perform the essential functions of the job with or without accommodation?	a) If the applicant has a disability that would interfere with the ability to perform the job. b) To exclude disabled applicants on the basis of their disability.
Residence	a) Place and length of current and previous address b) Applicant's phone number or how applicant can be reached. c) "How long have you lived at this address?"	None
National Origin/ Ancestry	None.	Birthplace of applicant, parents, grandparents, spouse, or any inquiry into national origin.
Race	None. After hiring, inquiry for race for affirmative action plan statistics.	Any inquiry that would indicate race or color.
Sex	None. After hiring, inquiry of gender for affirmative action plan statistics.	Any inquiry that would indicate gender unless a bona fide occupational qualification.
Religion or Creed	None.	a) Birthplace of applicant, parents, grandparents, or spouse b) Recommendations or references from church officials
Citizenship	U.S. Residence is legal. a) Required proof of citizenship (after hire). "Are you legally authorized to work in the U.S.?" "If hired, can you show proof of authorization to work in the U.S.?"	Native-born or naturalized a) Proof of citizenship before hiring. b) Whether parents or spouse are native-born or naturalized c) Date of citizenship
Military Service	a) Service in the U.S. Armed Forces, including branch and rank attained as part of work experience history. b) Military discharge certification only after hiring.	Military service records or military service any country other than U.S.; type of discharge; membership in reserves; intent to join military.
Education	a) Academic, professional, or vocational schools attended. b) Language skill, such as reading and writing foreign languages if job related	a) Nationality, racial or religious affiliation of schools attended. b) How foreign language ability was acquired.
Relatives	Names of applicant's relatives already employed by this company	Name and address of any relative of adult applicant, other than those employed by this company.
Criminal Record	Listing of convictions other than misdemeanors that are related to the job.	Arrest record. Convictions unrelated to functions and responsibilities of the job in question.
References	General and work references not related to race, color, religion, sex, national origin or ancestry. "By whom were you referred for a position here?" "Please give me the names and addresses of people willing to provide professional and or character references."	References specifically from clergy or any other person who might reflect race, color, religion, sex, national origin, or ancestry.
Organizations	a) Organizational membership – professional, social, etc., so long as affiliation is not used to discriminate on the basis of race, sex, national origin, or ancestry. b) Offices held, if any. "To what professional organizations do you belong?"	Listing of <i>all</i> clubs applicant belongs to or has belonged to.
Photographs	None. May be required after hiring for identification purposes.	a) Request photograph before hiring b) To take pictures of applicants during interview