

PRE-EMPLOYMENT INQUIRY GUIDELINES

SUBJECT	ACCEPTABLE	UNACCEPTABLE
NAME	<p>Name</p> <p>"To enable us to check on your work and educational record, is any additional information necessary relative to change of name, use of an assumed name or a nickname? If yes, please explain."</p>	Maiden name.
RESIDENCE	Place of residence	Do you own or rent your home?
AGE	<p>Statement that hiring is subject to verification that applicant meets legal age requirements.</p> <p>"If hired can you show proof of age?"</p> <p>"Are you over eighteen years of age"?</p> <p>"If under eighteen, can you, after employment, submit a work permit?"</p>	<p>Age.</p> <p>Birthdate.</p> <p>Dates of attendance or completion of elementary or high school.</p> <p>Questions which tend to identify applicants over age 40.</p>
BIRTHPLACE CITIZENSHIP	<p>"Can you, after employment, submit verification of your legal right to work in the United States?" Or, statement that such proof may be required after employment.</p>	<p>Birthplace of applicant's parents, spouse or other relatives.</p> <p>"Are you a US citizen?" Or, citizenship of applicant, applicant's parents, spouse or other relatives.</p> <p>Requirements that applicant first produce naturalization papers, or alien card prior to employment.</p>
NATIONAL ORIGIN	<p>"This position requires multi-lingual skills. What languages do you read, speak or write?"</p>	<p>Questions as to nationality, lineage, ancestry, national origin, descent or parentage of applicant, applicant's parents or spouse.</p> <p>"What is your mother's tongue?" Or, "Language commonly used by applicant."</p> <p>How applicant acquired ability to read, write or speak a foreign language.</p>
SEX MARITAL STATUS, FAMILY	<p>Name and address of parent or guardian if applicant is a minor.</p> <p>Statement of company policy regarding work assignment of</p>	<p>Questions which indicate applicant's sex.</p> <p>Questions which indicate applicant's marital status.</p>

	employees who are related.	<p>Number and/or ages of children or dependents.</p> <p>Provisions for child care.</p> <p>Questions regarding pregnancy, child bearing or birth control.</p> <p>Name or address of relative, spouse or children of adult applicant.</p> <p>"With whom do you reside" Or "Do you live with your parents?"</p>
RACE, COLOR	Statement that photograph may be required after employment.	<p>Questions as to applicant's race or color.</p> <p>Questions regarding applicant's complexion or color of skin, eyes, hair.</p>
PHYSICAL DESCRIPTION PHOTOGRAPH		<p>Questions as to applicant's height and weight.</p> <p>Require applicant to affix a photograph to application.</p> <p>Request applicant, at his or her option to submit a photograph.</p> <p>Require a photograph after interview but before employment.</p>
PHYSICAL CONDITION, HANDICAP	<p>Statement by employer that offer may be made contingent on applicant passing a job-related physical examination.</p> <p>"Do you have any physical condition or handicap which may limit your ability to perform the job applied for? If yes, what can be done to accommodate your limitation?"</p>	<p>Questions regarding applicant's general medical condition, state of health.</p> <p>Questions regarding receipt of Workers' Compensation.</p> <p>"Do you have any physical disabilities or handicaps?"</p>
RELIGION	Statement by employer of regular days, hours or shifts to be worked.	<p>Questions regarding applicant's religion.</p> <p>Religious days observed/or/"Does your religion prevent you from working weekends or holidays?"</p>

ARREST, CRIMINAL RECORD	"Have you ever been convicted of a felony or (specified time period) a misdemeanor which resulted in imprisonment?" (Such a question must be accompanied by a statement that a conviction will not necessarily disqualify applicant for the job applied for).	Arrest record, Or, "Have you ever been arrested?"
BONDING	Statement that bonding is a condition of hire.	Questions regarding refusal or cancellation of bonding.
MILITARY SERVICE	Questions regarding relevant skills acquired during applicant's US military service.	General questions regarding military services such as dates and type of discharge. Questions regarding service in a foreign military.
ECONOMIC STATUS		Questions regarding applicant's current or past assets, liabilities or credit rating, including bankruptcy or garnishment.
ORGANIZATIONS, ACTIVITIES	"Please list job-related organizations, clubs, professional societies, or other associations to which you belong-you may omit those which indicate your race, religious creed, color, nationality origin, ancestry, sex, or age."	"List all organizations, clubs, societies and lodges to which you belong."
REFERENCES	"By whom were you referred for a position here?" Names of persons willing to provide professional and/or character references for applicant.	Questions about applicant's former employers. Or questions which elicit information specifying the applicant's race, color, names, creed, national origin, ancestry, physical handicap, medical condition, marital status, age or sex.
EMERGENCY NOTIFICATION	A request for the name and address of a person to be notified in an emergency is proper after you have been hired.	