

**Guide to Appropriate Pre-Employment Inquiries**

(From *Career Development Guide*)

<b>Acceptable</b>	<b>Subject of Question</b>	<b>Unacceptable</b>
Have you worked for this company under a different name? Have you ever been convicted of a crime under another name?	<b>Name</b>	Former name of applicant whose name has been changed by court order or otherwise.
Applicant’s place of residence How long the applicant has been a resident of this state or country	<b>Address or duration of residence</b>	N/A
N/A	<b>Birthplace</b>	Birthplace of applicant; birthplace of applicant’s parents, spouse or other relatives; requirements that applicant submit a birth certificate, naturalization or baptismal record.
“Can you, after employment, submit a work permit if under 18?” “Are you over 18 years of age?” “If hired, can you furnish proof of age?” or statement that hire is subject to verification that applicant’s age meets legal requirements.	<b>Age</b>	Questions which tend to identify applicants 40 to 64 years of age.
N/A	<b>Religion</b>	Applicant’s religious denomination or affiliation, church, parish, pastor or religious holidays observed. “Do you attend religious services /or/ a house of worship?” Applicants may not be told, “This is a Catholic/ Protestant/ Jewish/ atheist organization.”
Statement by employer of regular days, hours or shift to be worked.	<b>Workdays and shifts</b>	N/A
N/A	<b>Race or color</b>	Complexion, color of skin or other questions directly or indirectly indicating race or color.
Statement that photograph may be required after employment.	<b>Photograph</b>	Requirement that applicant affix a photograph to the application form; request applicant, as his/her option, to submit photograph; requirement of photograph after interview but before hiring.
Statement by employer that if hire applicant may be required to submit proof of authorization to work in the U.S.	<b>Citizenship</b>	Whether applicant, parent or spouse are naturalized or native-born U.S. citizens; date when applicant, parents or spouse acquired U.S. citizenship; requirement that applicant produce naturalization papers; whether applicant’s parents or spouse are U.S. citizens.

<b>Acceptable</b>	<b>Subject of Question</b>	<b>Unacceptable</b>
Languages applicant reads, speaks or writes fluently	<b>National origin or ancestry</b>	Applicant's nationality, lineage, ancestry, national origin, descent or parentage; date of arrival in U.S. or port of entry; how long a resident; nationality of applicant's parents or spouse; maiden name of applicant's mother or wife; language commonly used by applicant; how applicant acquired ability to read, write or speak language other than English.
Applicant's academic, vocational or professional education; schools attended	<b>Education</b>	Date last attended high school
Applicant's work experience; military experience in U.S. armed forces	<b>Experience</b>	Applicant's military experience (general); type of military discharge
"Have you ever been convicted of any crime?" If so, when, where, and disposition of case?	<b>Character</b>	"Have you ever been arrested?"
Names of applicant's relatives already employed by the company; name and address of parent or guardian if applicant is a minor.	<b>Relatives</b>	Marital status or number of dependents; name or address of relative, spouse or children of adult applicant; "With whom do you reside?" "Do you live with your parents?"
Name and address of person to be notified in case of accident or emergency	<b>Notice in case of emergency</b>	Name and address of relative to be notified in case of accident or emergency.
Organizations, clubs, professional societies or associations of which applicant is a member, excluding any names the character of which indicate the race, religious creed, color, national origin or ancestry of its members.	<b>Organizations/ Memberships</b>	"List all organizations, clubs, societies and lodges to which you belong."
"By whom were you referred to a position here?"	<b>References</b>	Requirement of a submission of a religious reference.
"Can you perform all of the duties outlined in the job description?" Statement by employer that all job offers are contingent on passing a physical examination.	<b>Physical condition</b>	"Do you have any physical disabilities?" Questions on general medical condition. Inquiries as to receipt of workmen's compensation.