

**LAWFUL EMPLOYMENT INTERVIEW QUESTIONS**

<b><i>Category</i></b>	<b><i>It Is Discriminatory to Inquire About</i></b>	<b><i>Examples of Acceptable Inquires</i></b>
Name	The fact of a legal name change  Maiden Name	Whether the applicant has ever worked or been educated under another name (allowed only when the information is needed to verify applicant's qualifications).
Birthplace and residence	Birthplace of applicant. Birthplace of parents. Any requirement that the applicant submit a birth certificate, naturalization papers or baptismal record.	Citizenship data as necessary to comply with alien hiring laws.
Race	Applicant's race, color of skin, eyes or hair.	None
Religion	Applicant's religious affiliation or church membership. Religious holidays observed.	None
Photographs	Submission of photographs with application or at any time before hiring	None
Age	Applicant's age or date of birth. Indications that might bar workers under or over a certain age. Driver's license number (code may reveal age).	Applicant may be asked if he or she is over age 18.
Foreign	Applicant's native tongue. Language commonly spoken in applicant's home. How applicant acquired the ability to speak or read a foreign language.	Foreign language skills when required for the job.
Relatives	Name and address of any relative. Number, names, addresses and ages of applicant's spouse, children or relatives not employed by the company.	Name of applicant's relatives already employed by the company.
Military	Military experience in other than US armed forces. National guard or reserve units to which applicant belongs. Draft classification or other	US military experience as part of employment history. Whether applicant has received a notice to report for active duty.

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	eligibility for military service. Applicant's whereabouts during periods of war. Date, type or conditions of discharge	
Organizations	Any clubs, social fraternities or sororities, lodges or similar organizations to which the applicant belongs.	Membership in a union, professional society or other job-related organizations.
References	The name of a pastor, rabbi or other religious leaders.	The names of persons who are willing to provide personal or character references.
Sex and marital	Any questions whose answer could be used to determine the applicant's sex or marital status. Number of children or other dependents.	None
Arrests and convictions	Number of arrests or the charges involved.	Convictions, which relate to the job and which have not been expunged or sealed by a court.
Height and weight	Any inquiry into the applicant's height or weight.	None
Disabilities	Any inquiry as to physical or mental disability which lacks a direct bearing on satisfactory performance of the job in question (for example, asking a wheelchair-bound applicant about mobility when the job is normally performed in a single location.	Does the applicant have any condition to prevent him or her from performing in a satisfactory way (for example, a hearing impairment in a person applying for a position as a telephone operator)?
Education	Whether the applicant is a high school graduate.	Highest grade completed. Details of educational background.