

Acceptable and Unacceptable Inquiries based on EEOC Guidelines

SUBJECT AREA	ACCEPTABLE	UNACCEPTABLE
Name	For access purposes, whether applicant's work records are under another name.	To ask if a woman is a Miss, Mrs. or Ms., or to ask for maiden name
Residence	Current address and applicant's phone number or how applicant can be reached	- Names or relationships of persons with whom applicant resides - Whether applicant owns or rents own home.
Age	After hiring, proof of age by birth certificate.	- Age or age group of applicant - Birth certificate or baptismal record before hiring - Any inquiry that implies a preference for persons under 40 years of age.
National Origin	Inquiries into applicant's ability to read, write and speak foreign languages, only when such inquiries are based on job requirements.	- Birthplace of applicant, parents, grandparents or spouse - Any other inquiry into national origin, lineage, ancestry, descent, or mother tongue.
Race	Race for affirmative action plan statistics, after hiring	Any inquiry that would indicate race or color
Sex	Inquiry for affirmative action plan statistics, after hiring	- Any inquiry - All questions related to pregnancy
Relatives	Name of applicant's relatives already employed by this company or by any competitor.	Any other inquiry regarding marital status, identity of one's spouse, or spouse's occupation.
Religion or Creed	None	Inquiries concerning applicant's religious preference, denomination, religious affiliations, church, parish, pastor, or religious holidays observed.
Citizenship	Require proof of citizenship, visa, alien registration number, after hiring	- Whether a U.S. citizen - Any inquiry into citizenship which would tend to divulge lineage, ancestry, national origin, birthplace

Marital Status	• Status (only married or single) after hiring for insurance and tax purposes. • Whether applicant can meet specified work schedules or has activities, commitments or responsibilities that may prevent him or her from meeting work attendance requirements	• Inquiries concerning applicants marital status before hiring, spouse's employment or salary, number and age of children, child care arrangements, asking if applicant plans to have children.
Military Service	• Service in the U.S. Armed Forces, including branch and rank attained • Any job-related experience • Require military discharge certificate after hiring	• Military service records • Military service for any country other than U.S. • Type of discharge
Education	• Academic, professional, or vocational schools attended • Language skills, such as reading and writing foreign languages	• Nationality, racial or religious affiliation of schools attended • How foreign language ability was acquired
Criminal Record	• Listing of specified convictions which relate reasonably to job performance.	• All inquiries relating to arrests
References	• General work references not relating to race, color, religion, sex, national origin, or ancestry	• References specifically from clergy or any other person who might reflect race, color, religion, sex, national origin, or ancestry
Organizations	• Inquiry into organization membership-excluding any organization the name or character of which indicates the race, sex, marital status, religion, national origin, or ancestry • Offices held, if any	• Listing of all clubs applicant belongs to or has belonged to
Photographs	• May be required after hiring for identification purposes	• Request photograph before hiring • To take pictures of applicants during interview
Work Schedule	• Willingness to work according to work schedule • Whether applicant has military reservist obligations	• Willingness to work any particular religious holidays
Physical Data	• To require applicant to prove ability to do manual labor, lifting or	• To ask height or weight, impairment or other inquiry not

	other physical requirements of the job, if any • Require a physical examination	based on actual job requirements
Disability and/or Pregnancy	• Whether applicant is able to perform the essential functions of the job for which the applicant is applying, with or without reasonable accommodation. • Inquiries as to how the applicant could demonstrate or describe the performance of these specific job functions with or without reasonable accommodation. • Inquiries as to duration of stay on job or anticipated absences which are made to males and females alike.	• To exclude handicapped applicants as a class on the basis of their handicap. • Inquiries about the nature, severity or extent of a disability or whether the applicant requires reasonable accommodation prior to a conditional job offer. • Whether applicant has applied for or received worker's compensation. • Any inquiry that is not job related or consistent with business necessity. • All questions as to pregnancy, and medical history concerning pregnancy and related matters.