<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>ACCEPTABLE</th>
<th>UNACCEPTABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>• For access purposes, whether applicant’s work records are under another name.</td>
<td>• To ask if a woman is a Miss, Mrs. or Ms., or to ask for maiden name</td>
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</tbody>
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| 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
<table>
<thead>
<tr>
<th>Other Physical Requirements</th>
<th>Disability and/or Pregnancy</th>
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| other physical requirements of the job, if any  
  • Require a physical examination | 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. |