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| **Acceptable and Unacceptable Inquiries for Interviews and Employment Applications** | | | |
| ***Topic*** | ***Acceptable*** | ***Unacceptable*** | ***If Unacceptable, What Is the Reason?*** |
| Age | If age is a legal requirement, can ask "If hired, can you furnish proof of age?" or a statement that hire is subject to age verification. | What is your date of birth? | Could be viewed as age discrimination |
| Attendance/reliability | What hours and days can you work? | How many children do you have? | Could be viewed as discriminatory toward females |
| Attendance/reliability | Are there specific times that you cannot work? | What religion are you? | Could be viewed as religious discrimination |
| Attendance/reliability | Do you have responsibilities other than work that will interfere with specific job requirements such as traveling? | What are your child care arrangements? | Could be viewed as discriminatory toward females |
| Attendance/reliability | Do you have a reliable method of getting to work? | Do you own a car? | Could be considered racial discrimination |
| Citizenship/ national origin | Are you legally eligible for employment in the United States? | What is your national origin? Where are your parents from? | Could be considered national origin discrimination |
| Citizenship/ national origin | Have you ever worked under a different name? | What is your maiden name? | Could be considered national origin discrimination |
| National origin | None | What is your father's surname? What are the names of your relatives? | Not only are these irrelevant, but they could be considered national origin discrimination |
| Arrest and  conviction | Have you ever been convicted of a felony?  \*See note below for additional guidance | Have you ever been arrested? | Could be considered racial discrimination |
| Disabilities | Can you perform the duties of the job you are applying for? | Do you have any disabilities? | Could be considered discrimination against people with disabilities |
| Disabilities | None | Have you ever filed a workers' compensation claim? | Could be considered discrimination against people with disabilities |
| Disabilities | None | Have you ever been injured on the job? | Could be considered discrimination against people with disabilities |
| Emergency contact information | What is the name and address of the person to be notified in case of an emergency? (Request only after the individual has been employed.) | What is the name and address of a relative to be notified in case of an emergency? | Could be considered national origin discrimination and could possibly violate state anti-discrimination laws relative to sexual orientation |
| Credit record | None | Do you own your own home? | Irrelevant and could be considered racial discrimination |
| Credit record | Credit references may be used if in compliance with the Fair Credit Reporting Act of 1970 and the Consumer Credit Reporting Reform Act of 1996 | Have your wages ever been garnished? | Irrelevant and could be considered racial discrimination |
| Credit record | None | Have you ever declared bankruptcy? | Irrelevant and could be considered racial discrimination |
| Military record | What type of education, training and work experience relevant to the job did you receive while in the military? | What type of discharge did you receive? | Irrelevant and could be considered racial discrimination |
| Language | What languages do you speak and write fluently? (if the job requires additional languages) | What is your native language? How did you learn to read, write or speak a foreign language? | Could be considered national origin discrimination |
| Organizations | Inquiry into an applicant's membership in organizations that the applicant considers relevant to his or her ability to perform the job | List all clubs, societies and lodges to which you belong. | Could be considered racial or national origin discrimination |
| Race or color | None | Complexion or color of skin | Could be considered racial or national origin discrimination |
| Weight, height, eye color | Only if there is a bona fide occupational qualification |  | Could be considered racial or national origin discrimination |
| Religion | Only if there is a bona fide occupational qualification | What is your religious denomination, religious affiliations, church, parish, pastor? What religious holidays do you observe? | Could be considered religious discrimination |
| Gender | Only if there is a bona fide occupational qualification | Do you wish to be addressed as Mr., Mrs., Miss or Ms.? | Could be considered gender discrimination |
| Previous and current addresses | What was your previous address? How long did you reside there? How long have you lived at your current address? | Do you own your own home? | Could be considered racial or national origin discrimination |
| Salary history | What are your salary expectations for this position?  \*\*See note below for additional guidance. | What is your current salary? What was your starting and ending salary in any prior position? | Could be viewed as gender discrimination and may violate state law |
| Education | Do you have a high school diploma or equivalent? Do you have a university or college degree? (if relevant to job performance) | What year did you graduate from high school or college? | Could be considered age discrimination |