

PRE-EMPLOYMENT INQUIRY GUIDE

Subject

Lawful Pre-Employment Inquiries

Unlawful Pre-Employment Inquiries

ADDRESS:	Applicant's current and prior addresses	
AGE:	Are you 18 or older?	Applicant's age or date of birth
ARRESTS:	Have you ever been convicted of a crime? Have you ever been arrested for a felony?	Misdemeanor arrests which did not result in conviction unless applicant is seeking a position with a law enforcement agency
BIRTHPLACE:		Birthplace of applicant and applicant's relatives; birth certificate, naturalization and baptismal records, unless required by federal law
CITIZENSHIP:	Are you legally authorized to work in the United States?	These questions are unlawful unless asked as part of the Federal I-9 process: a) Of what country are you a citizen? b) Are you a naturalized or native-born citizen? c) Are your parents or spouse naturalized or native-born citizens?
DISABILITY:	Ability to perform the essential functions of the job with or without accommodation	Physical or mental conditions which are not functions of the job with or without \directly related to the requirements of a accommodation
EDUCATION:	Applicant's academic, vocational or professional education and schools attended	
GENETIC TESTING:		Applicant's genetic information; requiring applicant to undergo genetic testing
HEIGHT OR WEIGHT:		Applicant's height or weight
MARITAL STATUS:		Marital status or children; titles such as Mr., Mrs., or Ms.
NAME:	Applicant's name; other names used by applicant	Applicant's maiden name

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NATIONAL ORIGIN: Languages spoken and written by applicant

Applicant's lineage, ancestry, national origin or nationality

NOTICE IN CASE OF EMERGENCY: Name, address and phone number of person to be notified in case of accident or emergency

Name, address and of **relative** to be notified in case of accident or emergency

ORGANIZATIONS: The organizations and clubs to which applicant belongs except as noted in the column the right

Names of organizations to which an applicant applicant belongs **IF** information would reveal the race, color, religion, national origin or ancestry of the members of the organization

PHOTOGRAPH:

Applicant's photograph **prior to hire**

RACE OR COLOR:

Applicant's race, national origin or color

RELIGION:

Religious denomination or affiliation; religious holidays observed

SEX:

Applicant's gender; ability or desire to have children; child care arrangements