

**ACCEPTABLE PRE-EMPLOYMENT INQUIRIES
UNDER 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	a) Place and length of current and previous address b) Applicants phone number or how applicant can be reached	None
Age	After hiring, proof of age by birth certificate	a) Age or age group of applicant b) Birth certificate or baptismal record before hiring
National Origin	None	a) Birthplace of applicant, parents, grandparents, or spouse b) Any other inquiry into national origin
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	Inquiry, which would indicate sex, unless, job-related
Religion or Creed	None	a) Birthplace of applicant, parents, grandparents or spouse. b) Recommendations or references for church officials
Citizenship	a) Whether a person is legally authorized to work in the U.S. b) Require proof of right to work in the U.S. after hiring	a) If native-born or naturalized b) Proof of citizenship before hiring c) Whether parents or spouse are native-born or naturalized
Marital Status	a) Status (only married or single) after hiring for insurance and tax purposes b) Number and ages of dependents and age of spouse after hiring for insurance and tax purposes	a) To ask marital status before hiring b) To ask the number and age of children, who cares for them, and if applicant plans to have children

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Military Service	a) Service in the U.S. Armed Forces, including branch and rank attained. b) Any job-related experience c) Require military discharge certificate after hiring	a) Military service records b) Military service for any country other than U.S. c) Type of discharge
Education	a) Academic, professional, or vocational schools attended b) Language skills, such as reading and writing foreign languages	a) Nationality, racial or religious affiliation of schools attended b) How foreign language ability was acquired
Criminal Record	Listing of convictions other than misdemeanors	Arrest record
References	General and 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	a) Organizational membership professional, social, etc., so long as affiliation is not used to discriminate on the basis of race, sex, national origin, or ancestry. b) Offices held, if any	Listing of all clubs applicant belongs to or has belonged to
Photographs	May be required after hiring for identification purposes	a) Request photograph before hiring b) To take pictures of applicants during interview
Work Schedule	a) Willingness to work required work schedule b) Whether applicant has military reservist obligations	Willingness to work any particular religious holidays
Physical Data	a) May state physical requirements of and ask if an applicant can satisfy the requirements b) Require a physical examination after a job offer is made	To ask height and weight, impairment or other non-specified job-related physical data
Disability	May ask applicants to describe or demonstrate how they would perform job tasks	To exclude disabled applicants as a class on the basis of their disability. Each case must be determined individually
Other Qualifications	Any area that has a direct reflection on the job applied	Any non-job related inquiry that may present unlawful discrimination