

CHECKLIST: PRE-EMPLOYMENT INQUIRIES

<u>CATEGORIES</u>	<u>EMPLOYERS MAY ASK</u>	<u>EMPLOYERS MAY NOT ASK</u>
Age	Are you a minor (under the age of 18)? May I have proof that you are 18 or over?	When were you born?
Ancestry or National Origin	No Questions	What is your language, ancestry, or national origin?
Birthplace	No Questions	Where were you born? Where was your husband/wife born? Where were your parents (or other close relatives) born?
Citizenship	Are you a citizen? Do you intend to become a citizen?	Are your parents/husband/wife citizens? Are you, your parents/husband/wife naturalized or native-born citizens? When did you/they become citizens?
Character	Are you honest? Are you trustworthy?	Do you belong to a church? Do you go to church regularly?
Criminal Records	Have you ever been convicted of a felony? Within the last 5 years have you been convicted of, or released from incarceration for a misdemeanor which was <i>not</i> a first offense or drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace?	Have you ever been arrested? Have you ever been convicted of a misdemeanor?
Dependents	No Questions	Do you have any children? Do you intend to have children? What childcare arrangements have you made?

Handicap	No Questions*	Do you have a handicap? What kind of handicap do you have? How severe is your handicap?
Marital Status	No Questions	What is your maiden name? Or any other questions which apply to one sex.
Military Experience	Are you a U.S. Veteran? What is your U.S. military service history?	Are you receiving a service- connected disability pension?
Organizations	Are you a member of any organization which advocates overthrowing the U.S. government by violent means?	Do you belong to the NAACP, B'nai B'rith? Or about any other organization, the nature, name, or character of which indicates the religion, race, or national origin of its members.
Race	No Questions*	What is your race? Color?
Relatives	No Questions	Where does your wife, husband, mother, father, or other relative work or conduct business?
Religion	No Questions*	To what religious denomination, church, or synagogue do you belong? What are your religious obligations? What religious holidays do you observe?
Sex	No Questions unless the Commission has granted a bona fide occupational qualification for the position.	No questions unless the Commission has granted a Bi-OQ.

\* Depends on position applied for.