

**GUIDELINES
FOR
PRE-EMPLOYMENT INQUIRIES**

The following information is a guide to use for preventing discrimination in the use of application forms of other pre-employment inquiries. The source for these guidelines include: Civil Rights Act of 1964, Title VII as amended; Equal Employment Opportunity Act of 1972; Education Amendment of 1972, Title IX; Age Discrimination in Employment of 1967; Equal Opportunity Guidelines 1978 and Revisions; American With Disabilities Act of 1990, Title III; Civil Rights Act of 1991.

SUBJECT	ACCEPTABLE QUESTIONS	UNACCEPTABLE
Name	For access purposes, whether applicant's work records are under another name	Woman's maiden name or is she is a Miss, Mrs. Or Ms.
Residence	Place and length of current and previous addresses.	Own, rent, board
Phone Number	Phone number or how applicant can be reached	None
Age	If applicable to job requirement and state law (i.e., over age of 18)	a) Age or age group of applicant b) Birth Certificate or christening record.
National Origin	None	a) Birthplace of applicant parents grandparents or spouse. b) Any inquiry into national origin
Race	None	Any inquiry that would indicate race or color
Sex	None	Inquiry which would indicate sex unless job-related
Religion or Creed	None	a) Religious or religious customs and holidays. b) Recommendations or references from church officials
Citizenship	a) Whether a U.S. citizen. b) If U.S. residence is legal	a) If Native-born or naturalized. b) Proof of citizenship. c) Whether parents or spouse native-born or naturalized. d) Date of citizenship.
Marital Status	None	a) Marital Status b) The number and age of children, who cares for them; c) If applicant plans to have children
Marital Status	None	a) Marital status

Military Service	<p>a) Service in the U.S. Armed Forces, including branch and rank attained.</p> <p>b) Any job-related experience.</p> <p>c) Current obligations</p>	<p>b) The number and age of children, who cares for them;</p> <p>c) If applicant plans to have children.</p> <p>a) Military service records.</p> <p>b) Military service for any country other than U.S.</p> <p>c) Type of discharge</p>
Education	<p>a) Academic, professional, or vocational schools attended.</p> <p>b) Language skills, such as reading and writing foreign languages.</p>	<p>a) Nationality, racial, or religious affiliation of schools attended.</p> <p>b) How foreign language ability was acquired</p>
Criminal Record	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	<p>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.</p> <p>b) Offices, held, if any.</p>	Listing of all clubs applicant belongs to or has belonged to.
Photographs	None	<p>a) Request for photographs</p> <p>b) To take pictures of applicants during interview.</p>
Work Schedule	<p>a) Willingness to work required work schedule.</p> <p>b) Whether applicant has military reservist obligations.</p>	Willingness to work any particular religious holiday.
Physical data	a) To require applicant to prove ability to do manual labor, lifting and other physical requirements of the job	Height, weight, impairment or other non-specified job-related physical data.
Handicap	To inquire for the purpose of determining applicant's capability to perform the job. (Burden of proof for non-discrimination lies with the employer)	Any attempt to identify the existence of a disability, past or present.
Other qualifications	Any area that has a direct reflection on the job applied for.	Any not-job related inquiry that may present information permitting discrimination.