



Subject	What May Be Asked	What May Not Be Asked
Address or Length of Residence	1) How long have you lived in (city, town)? 2) Phone number and other contact information.	1) About foreign addresses that would indicate national origin (such as birthplace). 2) Names or relationships of people with whom the applicant lives. 3) Whether the applicant owns or rents.
Age	1) If a minor, require proof of age in the form of a work permit or a certificate of age. 2) If age is a legal requirement, can ask, "If hired, will you be able to furnish a proof of age?"	1) Age or date of birth. 2) Questions that would tend to identify persons who are 40 and older ("Do you remember being at work before e-mail was introduced?"). 3) When do you plan to retire?
Arrest and Conviction	If you wish to ask someone's criminal record, consult your HR Consultant.	Have you ever been arrested?
Attendance and Reliability	1) What hours and days can you work? 2) Are there specific times that you cannot work? 3) Do you have any responsibilities that will interfere with specific job requirements such as traveling?	1) Number and/or ages of children? 2) Who is going to babysit? 3) What is your religion? 4) Do you have preschool-age children at home? 5) Do you have a car?
Citizenship and National Origin	1) Are you authorized to work in the United States? 2) Have you ever worked under a different name?	1) What is your national origin? 2) Are you a native-born or naturalized citizen? 3) Where are your parents from? 4) What is your maiden name? 5) What nationality does that name originate from?
Credit Record	No questions.	1) Do you own your home? 2) Have your wages ever been garnished? 3) Have you ever declared bankruptcy?



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Disabilities, Handicaps, Illness	1) Can you perform the duties of the job you are applying for (describe duties to the candidate)? 2) How would you perform this particular task? 3) State the attendance requirements and ask if the applicant can meet them. Can you meet the attendance requirements? 4) What was your attendance record at your prior job? 5) Wait until the candidate requests or mentions an accommodation before discussing the topic of accommodations (it's the candidate's responsibility to make a request for accommodation).	1) Do you have any (job) disabilities? May not ask: a) About the nature of or severity of a disability/handicap; b) What happened to you? c) How will you get to work? d) What sort of treatment do you need? e) Have you ever been addicted to illegal drugs or treated for drug or alcohol abuse, ever received workers compensation, or been hospitalized/ treated for physical or mental health conditions, or ever been absent from work due to illness? f) Will you need accommodations? g) What Kind of accommodations will you need? What medications are you taking?



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Worker's Compensation	No questions.	1) Have you ever filed for worker's compensation? 2) Have you had any prior work injuries?
Education	1) Do you have a high school diploma or equivalent? 2) Do you have a university or college degree? 3) What academic, professional, vocational schools did you attend? 4) Can you provide us with an official transcript?	When did you graduate from high school or college?
Gender	Generally, no questions may be asked about gender unless gender is a bona fide occupational qualification (e.g. locker room attendant).	1) Do you wish to be addressed as Mr.?, Mrs.?, Miss?, or Ms.? 2) What is your maiden/birth name?



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Genetic Information	Do not ask.	1) Have any of your close relatives had a heart attack or been diagnosed with a heart condition? 2) Do mental health conditions such as bipolar disorder, depression or schizophrenia run in your family? 3) Have you had genetic tests to determine whether you are at risk for cancer?
Language	What languages do you speak and write fluently? (If the job requires additional languages.)	1) What is your native language? 2) Inquiry into how candidate acquired ability to read or write or speak a foreign language.
Military Record	What type of education, training, work experience did you receive while in the military?	What type of discharge did you receive?
Organizations	Inquiry into the candidate's membership in organizations that the candidate considers relevant to his or her ability to perform the job.	List all clubs, societies, and lodges to which you belong.
Parental Status or Pregnancy	May ask if the candidate can meet specified work schedules or has activities, commitments, or responsibilities that may prevent him or her from meeting work attendance requirements. If such questions are asked, they must be asked of both sexes.	Inquiry into whether the candidate has children, plans to have children, or has childcare arrangements. 1) Are you pregnant? 2) Do you plan to have children within the next year? 3) Cannot have been out of work for over a year.
Physical Features	No questions.	It is illegal to ask about weight, height, impairment or other non-specified job-related physical data.



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Race or Color	No questions.	Complexion or color of skin.
Reference Checking	1) By whom were you referred for this position? 2) Names of people willing to provide references.	1) What is your father's surname? 2) What are the names of your relatives?
Religion or Creed	Can advise candidate about normal hours and days of work required by the job to avoid possible conflict with religious or other observances.	1) Inquiry into candidate's religious denomination, religious affiliations, church, parish, pastor, or religious holidays observed. 2) Willingness to work any particular religious holiday.
Sexual Orientation	No questions.	No questions.
Salary	Salary expectations.	1) Current salary. 2) Salary history.

**Sources: U.S. Equal Employment Opportunity Commission and Harvard University*