

## Inquiry

## Unacceptable Questions

## Acceptable Questions

### National Origin/Citizenship

- Are you a U.S. citizen?
- Where were you born?
- What is your first language?
- How long have you lived here?
- That is an interesting accent; where are you from?
- Are you authorized to work in the U.S.?
- What languages do you read, speak, or write fluently? (OK to ask ONLY if relevant to performing the job)

### Age

- How old are you?
- When did you graduate from college?
- What is your date of birth?
- How much longer do you plan to work before you retire?
- Are you over the age of 18?
- What are your long-term career goals?

### Marital/Family Status

- Are you married?
- Do you plan to get married?
- Who do you live with?
- Do you have children?
- Do you plan to have children?
- What are your day-care plans?
- Are you pregnant?
- Are you likely to take time off for medical or family reasons?
- Are you willing to relocate if necessary?
- Travel is an important part of the job. Would you be willing to travel as needed?
- This job requires occasional overtime. Would you be able and willing to work overtime as necessary?

### Affiliations

- Do you belong to any social clubs?
- Which religious holidays do you observe?
- What church do you belong to?
- What is your political affiliation?
- List any professional, trade group, or other organizations that you belong to that you consider relevant to your ability to perform this job.

### Personal

- How tall are you?
- How much do you weigh?
- Do you work out?
- Do you smoke or drink?
- Do you think you could perform the job as well as a man/woman?
- Are you comfortable supervising men/women?
- This job requires some heavy labor. Are you able to lift a 50-lb. weight and carry it at least 100 yards? (if relevant to the job)

## Inquiry

### Military Status

### Unacceptable Questions

- If you have been in the military, were you discharged honorably?
- Are you or a family member enrolled in the National Guard or Reserves?
- What would you do if your wife/husband were transferred?

### Acceptable Questions

- Do you have any upcoming events that would require extensive time away from work?
- What type of training or education did you receive in the military?

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### Criminal History

- Have you ever been arrested?
- Have you ever been convicted of a felony?

- An employer cannot ask any questions regarding this area of an applicant's history.
- A criminal background check and screening may be conducted with a signed preauthorization by the applicant, if this is part of the company's process. However, it cannot be done for just one candidate; it needs to be a consistent part of the process.

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### Disability

- Do you have any disabilities or impairments?
- Have you had any recent or past illnesses or operations?
- What is the date of your last physical exam?
- When did you lose your eyesight, hearing, etc.?
- How many days of work have you missed in the last year due to illness?
- Are you taking any prescription drugs?
- Have you ever been treated for drug addiction or alcoholism?

- Based on the job description we have provided, are you able to perform the essential duties of this job with or without reasonable accommodations?
- As part of the hiring process, after a job offer has been made, you may be required to undergo a medical exam. (if this is part of the process for all applicants)

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### Financial

- What is your credit score?
- Have you ever claimed bankruptcy?
- How much does your spouse earn?
- Do you own or rent your home?
- Do you have any debt?
- What kind of insurance do you have and how much?

- You may not ask ANY questions regarding credit.