

**PRE-EMPLOYMENT INQUIRY:
Guidelines to Questions You Can Ask**

Subject	Acceptable	Unacceptable
Age	If hired, can you provide proof that you are 18 years of age?	What is your date of birth? What is your age? Can you provide proof of age in the form of a birth or baptismal certificate?
Residence	What is your present address? How long have you resided at that address? What was your former address and how long did you live there?	Do you own or rent your residence? Give the names and relationships of persons residing with you.
Photograph	A photograph may be required after hire for identification card or other ID purposes.	Submit a photograph with your application form or after the interview.
Education	List your academic, vocational or professional education and the public and private schools you have attended.	List the dates you attended or graduated from high school or college.
Citizenship	Are you a citizen of the United States? If not, are you prevented from becoming legally employed because of visa or immigration status?	Of what country are you a citizen? Are you or other members of your family naturalized citizens? If so, when did you or they become citizens? Do you intend to become a U.S. citizen? Attach a copy of your naturalization papers to your application form.
National Origin/Ancestry	What languages do you read, speak or write fluently? (Only if another language is necessary to perform the job.)	What is your lineage, ancestry, national origin, descent, parentage or nationality? What is your native language? What is the nationality of your parents and spouse?
Height and Weight	None, unless employer proves that a bona fide occupational qualification is involved.	What is your height and weight?
Arrests and Convictions	Have you ever been convicted of a crime? (If the application form asks for information on convictions, the employer must indicate that a conviction itself does not constitute an automatic bar to employment and will be considered only insofar as it relates to fitness to perform the job in question.)	Have you ever been arrested? Have you ever been charged with any crime? Have you ever been convicted?
Marital or Family Status	None. (An employer may ask all applicants, male and female alike, if they have any commitments or responsibilities that might prevent them from meeting attendance requirements or if they anticipate lengthy absences from work.)	What is your marital status? What is your spouse's name? What was your maiden name? How many children do you have? Are you pregnant? Do you plan to have children? What day care provisions have you made for your children?
Organizations	List any professional, trade or service organizations of which you are a member.	List all social organizations, clubs, societies and lodges to which you belong.
Disabilities	Are you capable of performing the necessary assignments of this position in a safe manner?	Are you disabled?