

SUBJECT	You MAY ask ...	You may NOT ask ...
Name	Current Legal Name	*Whether the person worked under a different name *Questions that divulge ancestry or marital status *Name of mother, other relatives *Mr./Mrs./Miss/Ms.
Sex	Nothing	May not comment on a person's sex unless it is a bona fide occupational qualification (BFOQ). (NOTE: This is highly unlikely in our academic environment, so please check with the Affirmative Action Officer <i>first</i> .)
Age	Are you between the ages of 18 and 70? (NOTE: Proof of age for insurance purposes may be required <i>after</i> the person is hired.)	
Address	Place and length of current address (How long have you lived in this area?)	*How long have you lived in the United States? *How long have you lived at a specific address *What foreign addresses have you had? *What are all of the applicant's previous addresses
Birthplace	Nothing	Any inquiry into place of birth, or that of parents, spouse, grandparents, or other relatives
Citizenship	If not a U.S. citizen, do you have the right to permanently remain in the U.S.?	*Whether the applicant, parents, or spouse are naturalized or native U.S. citizens *Of what country is the applicant a citizen
Marital Status	Nothing	Whether the applicant is married, single, divorced, engaged, widowed, or living with someone
Sexual Preference	Nothing	Whether the applicant is homosexual, heterosexual, bisexual, or any question pertaining to sexual tendencies or preferences.
Lifestyle	Nothing	Anything involving the applicant's natural and preferred way.
Family	Nothing	*Any questions concerning family size, ages of children, family planning, children plans for childcare, spouse's employment, or spouse's income *Child-bearing/rearing queries

		<p>*Have relatives or friends who work for the institution</p> <p>*Who to notify in case of emergency</p>
Religion	Nothing	<p>*About religious denomination, affiliation, Church or Synagogue, religious holidays observed</p> <p>*Whether applicant regularly attends a house of worship</p>
Handicaps	Whether the individual has a mental or physical handicap that would relate to his or her ability to perform the job	Questions about physical or mental limitations that are not job-related
Physical Data	<p>Whether the applicant is physically able to perform job responsibilities (NOTE: If job offer is contingent on passing job-related physical exam, you may ask)</p> <p>After applicant is hired, you may ask if there is any physical condition or handicap limiting ability to do the job and what accommodation might be made to enable the person to do the job.</p>	<p>*Applicant's height or weight</p> <p>*Previous workers compensation claims</p> <p>*Identify diseases suffered</p>
Pregnancy	Nothing	<p>*About the applicant's plans for having children</p> <p>*About medical issues concerning pregnancy and health-related matters</p>
Military Status	About job-related experience gained in the military	<p>*About branch or service</p> <p>*About type of discharge</p>
Housing	How the applicant can be reached if there is no telephone at home	Whether the applicant owns or rents an apartment or a house
Education	<p>*About educational institutes attended</p> <p>*About training</p>	<p>*About religious or racial affiliations of schools attended</p> <p>*About the applicant's mother tongue or foreign language ability</p> <p>*About educational experience that is not necessary for the job to be performed</p>
Organizations	About professional organizations	<p>*About all organizations (clubs, societies, lodges, etc.) to which the applicant belongs (organizations may indicate race, color, religion, sex, marital status, national origin, veteran status, or handicap of applicant)</p> <p>*Political affiliation</p>

		*Union membership
Financial Position	Nothing	*Personal finances such as charge accounts, bank accounts *About credit ratings, garnishments, personal bankruptcy, debts, to whom debts are owed *Home or car ownership (OK: When car is required for job, you may ask if the applicant has the use of a car and has a valid driver's license) *Ever dined a fidelity bond (OK to ask if this is a job requirement)
Arrest Records	Nothing	About arrests or time spent in jail (Arrests without convictions do not indicate guilt)
Convictions	*About convictions, but only if <i>job-related</i> (e.g., inquiries about embezzlement convictions if position requires financial responsibilities) and only if asked of ALL applicants	General questions about whether the applicant has ever been convicted