<table>
<thead>
<tr>
<th>INQUIRY AREA</th>
<th>ILLEGAL QUESTIONS</th>
<th>LEGAL QUESTIONS</th>
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</table>
| National Origin/Citizenship/Ancestry | - Are you a US Citizen?  
- Where were you/your parents born?  
- What is your “native tongue”?  
- How did you acquire the ability to read/write/speak a foreign language? | - Are you authorized to work in the United States?  
- What languages do you read/speak/write fluently? (This question is acceptable only if this ability is relevant to the performance of the job.) |
| Age | - How old are you?  
- When did you graduate?  
- What is your birth date? | - Are you over the age of 18?  
- Questions which tend to identify applicants over age 40. |
| Marital/Family Status | - What is your marital status?  
- Do you wish to be addressed as Miss? Mrs.? or Ms.?  
- With whom do you live?  
- Do you plan to have a family? When?  
- How many kids do you have?  
- What are your childcare arrangements? | - Would you be willing to relocate if necessary?  
- Would you be able and willing to travel as needed for the job?  
- Would you be able and willing to work overtime as necessary? (These questions are acceptable only if they are asked of all applicants of the job.) |
| Affiliations | - What clubs or social organizations do you belong to? | - List any professional or trade groups 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? (Questions about height and weight are not acceptable unless minimum standards are essential for the safe performance of the job.) | - Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job? |
| Religion | - Questions regarding applicant’s religion or religious days observed.  
- Does your religion prevent you from working weekends or holidays? | - Statement by employer of regular days, hours, or shifts to be worked. |
| Arrest Record | - Have you ever been arrested? | - Have you ever been convicted of _____? (The crime named should be reasonably related to the performance of the job in question.) |
| Disabilities/physical and mental | - Do you have any disabilities?  
- Please complete the following | - Are you able to perform the essential functions of this job? (This question is acceptable if the interviewer has thoroughly described the job.) |
| disability | • medical history.  
• Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred.  
• What was the date of your last medical exam?  
• How is your family’s health?  
• When did you lose your eyesight? How? | • Can you demonstrate how you would perform the following job-related functions?  
• As part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.) |
|---|---|---|
| Military, Veteran Status | • If you’ve been in the military, were you honorably discharged? | • In what branch of the armed forces did you serve?  
• What type of training or education did you receive in the military? |
| Race/Color | • Questions as to applicant’s race or color.  
• Questions regarding applicant’s complexion, or color of skin, eyes, or hair. | • None |
| Political Affiliation | • None | • None |

Created by: Affirmative Action and Equity Compliance

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