

PERMISSIBLE/IMPERMISSIBLE INTERVIEW QUESTIONS

SUBJECT	PERMISSIBLE	IMPERMISSIBLE
Name	For access purposes inquiry into whether the applicant's work records are under another name.	<ul style="list-style-type: none"> • To ask if a woman is Miss, Mrs. or Ms. • To request applicant to give maiden name or any previous name s/he has used.
Age	Require proof of age by birth certificate, AFTER HIRING.	<ul style="list-style-type: none"> • To ask age or age group of applicant. • To request birth certificate or baptismal record before hiring.
Birthplace/ National Origin		<ul style="list-style-type: none"> • To ask birthplace of applicant or that of his/her parents, grandparents and/or spouse. • Any other inquiry into national origin.
Race/Color	<ul style="list-style-type: none"> • To indicate that the institution is an equal opportunity employer. • To ask race for affirmative action plan statistics AFTER HIRING. * <p>*You may collect affirmative action statistics before hiring so long as:</p> <ol style="list-style-type: none"> 1. The information is collected separately from the application (such as in a separate mailing or by use of a pre addressed, stamped "tear off" card that is part of the application); 2. The information is anonymous; 3. The applicant is informed of the purpose of the information; and 4. The applicant is informed that providing information is voluntary. 	Any inquiry that would indicate race and/or color.

Gender	<ul style="list-style-type: none"> To indicate that the institution is an equal opportunity employer. 	<p>To ask applicant any inquiry which would indicate gender unless job related. (Only such jobs in education would be a full time locker room or restroom attendant.)</p>
Citizenship	<ul style="list-style-type: none"> Whether a U.S. citizen. If no, whether intends to become one. If U.S. residence is legal. If spouse is a citizen. Require proof of citizenship AFTER HIRING 	<ul style="list-style-type: none"> If native born or naturalized. Proof of citizenship before hiring. Whether parents and/or spouse is native born or naturalized. Date of citizenship.
Marital/Parental Status	<ul style="list-style-type: none"> Married or single status only AFTER HIRING for insurance and tax purposes. Number and ages of dependents and age of spouse AFTER HIRING for insurance and tax purposes. 	<ul style="list-style-type: none"> To ask marital status before hiring. To ask the number and age of children, who cares for them and if applicant plans to have more children.
Relatives	<p>To ask name, relationship and address of person to be notified in case of emergency AFTER HIRING.</p>	<p>Names of relatives working for the institution or district. (Nepotism policies which impact disparately on one gender are illegal under Title IX.)</p>

Military Service	<ul style="list-style-type: none"> • Inquiry into service in U.S. armed forces. • Branch of service and rank attained. • Any job related experience. • Require military discharge certificate after hiring. 	<ul style="list-style-type: none"> • To request military records. • To ask about military service of any country other than the U.S. • Type of discharge.
Criminal Record	To request listing of convictions other than misdemeanors.	To inquire about arrests.
References	To request general and work references not relating to race, color, sex, national origin or ancestry.	To request references specifically from persons who might reflect race, color, sex, national origin or ancestry.
Organizations	<ul style="list-style-type: none"> • To ask organizational membership (professional, social, etc.) so long as affiliation is not used to discriminate on the basis of race, sex, national origin or ancestry. • Offices held, if any. 	To request listing of all clubs applicant belongs to or has belonged to.
Photographs	May be required AFTER HIRING for identification purposes.	<ul style="list-style-type: none"> • Request photographs before hiring. • To take pictures of applicants during interviews.
Work Schedules	<ul style="list-style-type: none"> • To ask willingness to work required work schedule. • To ask if applicant has military reservist obligations. 	To ask willingness to work any particular religious holiday.

Disability	To inquire for the purpose of determining applicant's capability to perform the job. (Burden of proof for non-discrimination lies with the employer.)	To exclude disabled applicants as a class on the basis of their type of disability. (Each case must be determined on an individual basis by law.)
Other Qualifications	To inquire about any area that has a direct reflection on the job applied for.	Any non job related inquiry that may present information permitting unlawful discrimination.