

Acceptable and Unacceptable Inquiries

Unacceptable	Acceptable
How many children do you have?	What hours and days can you work?
What religion are you?	Are there specific times that you cannot work?
What are your child care arrangements?	Do you have responsibilities other than work that will interfere with specific job requirements such as traveling?
Do you own a car?	Do you have a reliable method of getting to work?
Have you ever worked under a different name? What is your maiden name? Are a US citizen?	Are you legally eligible for employment in the United States?
Have you ever filed a workers' compensation claim? Do you have any disabilities? Have you ever been injured on the job?	Can you perform the duties of the job you are applying for?
	What is the name and address of the person to be notified in case of an emergency? (Request only after the individual has been employed.)
Do you own your own home?	Irrelevant and could be considered racial discrimination
	Credit references may be used if in compliance with the Fair Credit Reporting Act of 1970 and the Consumer Credit Reporting Reform Act of 1996
Have your wages ever been garnished? Have you ever declared bankruptcy?	Irrelevant and could be considered racial discrimination
	What type of education, training and work experience relevant to job did you receive while in the military?
What is your native language? How did you learn to read, write or speak a foreign language?	What languages do you speak and write fluently? (if the job requires additional languages)
What year did you graduate from high school or college?	Do you have a high school diploma or equivalent? Do you have a university or college degree? (if relevant to job performance)
List all clubs, societies and lodges to which you belong.	Describe your paid and unpaid experience that is related to the job.