

## PRE-EMPLOYMENT INQUIRY GUIDELINES

**Instructions: Before developing interview questions or interviewing, review these guidelines from the California Department of Fair Employment and Housing.**

ACCEPTABLE	SUBJECT	UNACCEPTABLE
<p>“Have you ever used another name? /or/ “Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and education record? If yes, please explain.”</p>	NAME	Maiden name
Place of residence.	RESIDENCE	“Do you own or rent your home?”
<p>Statement that hire is subject to verification that application meets legal age requirements.                      “If hired can you show proof of age?”                      “Are you over eighteen years of age?”                      “If under eighteen, can you, after employment, submit a work permit?”</p>	AGE	Age. Birthdate. Dates of attendance or completion of elementary or high school. Questions which tend to identify applicants over age of 40.
<p>“Can you, after employment, submit verification of your legal right to work in the United States?” /or/                      Statement that such proof may be required after a decision is made to hire the candidate.</p>	BIRTHPLACE CITIZENSHIP	Birthplace of applicant, applicant’s parents, spouse or other relatives. “Are you a U.S. citizen?” /or/ Citizenship of applicant, applicant’s parents, spouse, or other relatives. Requirements that applicant produce naturalization, first papers, or alien card prior to a decision of hire.
<p>Languages applicant reads, speaks, or writes, if use of a language other than English is relevant to the job for which applicant is applying.</p>	NATIONAL ORIGIN	Questions as to nationality, lineage, ancestry, national origin, descent, or parentage of applicant, applicant’s parents, or spouse. “What is your mother tongue?” /or/ Language commonly used by applicant. How applicant acquired ability to read, write, or speak a foreign language.

<p>Name and address of parent or guardian if applicant is a minor. Statement of company policy regarding work assignment of employees who are related.</p>	<p>SEX, MARITAL STATUS, FAMILY</p>	<p>Questions which indicate applicant's sex. Questions which indicate applicant's marital status. Number and/or ages of children or dependents. Provisions for child care. Questions regarding pregnancy, child bearing or birth control. Name or address of relative, spouse, or children of adult applicant. "With whom do you reside?" /or/ "Do you live with your parents?"</p>
	<p>RACE</p>	<p>Questions as to applicant's race or color. Questions regarding applicant's complexion or color of skin, eyes, hair.</p>
<p>Statement that photograph may be required after employment.</p>	<p>PHYSICAL DESCRIPTION PHOTOGRAPH</p>	<p>Questions as to applicant's height and weight. Require applicant, at his or her option, to submit a photograph. Require a photograph after interview but before employment.</p>
<p>Statement by employer that offer may be made contingent on applicant passing a job-related physical examination. "Do you require reasonable accommodation to perform the essential functions of the job applied for? If yes, what accommodations are required?"</p>	<p>PHYSICAL CONDITION HANDICAP</p>	<p>Questions regarding applicant's general medical condition state of health, or illnesses. Questions regarding receipt of Worker's Compensation. "Do you have any physical disabilities or handicaps?"</p>
<p>Statement by employer of regular days, hours, or shifts to be worked.</p>	<p>RELIGION</p>	<p>Questions regarding applicant's religion, religious days observed /or/ "Does your religion prevent you from working weekends or holidays.</p>
<p>"Have you ever been convicted of a felony?" Such a question must be accompanied by a statement that a conviction will not necessarily disqualify an applicant from employment.</p>	<p>ARREST, CRIMINAL RECORD</p>	<p>Arrest record /or/ "Have you ever been arrested?"</p>

Statement that bonding is a condition of hire.	BONDING	Questions regarding refusal or cancellation of bonding.
Questions regarding relevant skills acquired during applicant's U.S. military services.	MILITARY SERVICE	General questions regarding military services such as dates, and type of discharge. Questions regarding service in foreign military.
"Please list job related organizations, clubs, professional societies, or other associations to which you belong-you may omit those which indicate your race, religious creed, color, national origin, ancestry, sex or age."	ORGANIZATIONS, ACTIVITIES	"List all organizations, clubs, societies, and lodges to which you belong."
"By whom were you referred for a position here?" Names of persons willing to provide professional and/or character references for applicant.	REFERENCES	Questions of applicant's former employers or acquaintances which elicit information specifying the applicant's race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex.
Name and address of person to be notified in case of accident or emergency.	NOTICE IN CASE OF EMERGENCY	Name, address, and relationship of relative to be notified in case of accident or emergency.