GUIDELINES FOR EMPLOYMENT INTERVIEWS

Inquiries "*before*" Hiring

	LAWFUL	UNLAWFUL
NAME	√ Name	X Inquiry into any title which indicates race, color, religion, sex, national origin or ancestry
ADDRESS	√ Inquiry into place and length of current and previous addresses	X Specific inquiry into foreign addresses which would indicate national origin
AGE	√ Request proof of age in form of work permit issued by school authorities. √ Require proof of age by birth certificate after hiring.	X Require birth certificate or baptismal record before hiring
BIRTHPLACE OR NATIONAL ORIGIN		X Any inquiry into place of birth; X Any inquiry into place of birth of parents, grandparents or spouse; X Any other inquiry into nation origin.
RACE OR COLOR		X Any inquiry which would indicate race or color
SEX		X Any inquiry which would indicate sex
RELIGION/CREED		X Any inquiry to indicate or identify denomination or customs X May not be told this is a Protestant (Catholic or Jewish) organization X Request pastor's recommendation or reference
CITIZENSHIP	√ Whether a U.S. citizen √ If not, whether intends to become one √ If U.S. residence is legal √ If spouse is a citizen √ Require proof of citizenship after being hired	X If native-born or naturalized X Proof of citizenship before hiring X Whether parents or spouse are native-born or naturalized
PHOTOGRAPHS	√ May be required after hiring for identification purposes	X Request photograph before hiring
EDUCATION	√ Inquiry into what academic, professional, or vocational schools attended √ Inquiry into language skills, such as reading and writing of foreign languages	X Any inquiry asking specifically the nationality, racial or religious affiliation of a school X Inquiry as to what is mother tongue or how foreign language ability was acquired, unless necessary for job

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Inquiries before Hiring

	LAWFUL	UNLAWFUL
RELATIVES	√ Inquiry into name, relationship and address of person to be notified in case of emergency	X Age inquiry about a relative which is unlawful
ORGANIZATIONS	√ Inquiry into organization memberships, excluding any organization, the name of character of which indicates the race, color, religion, sex, national origin	X Inquiry into all clubs and organizations where membership is held
MILITARY SERVICE	√ Inquiry into service in U.S. Armed Forces √ Rank attained √ Which branch of service √ Require military discharge certificate after being hired	X Inquiry into military service in armed service in any country but U.S. X Request military service records
WORK SCHEDULE	√ Inquiry into willingness to work required work schedule	X Any inquiry into willingness to work any particular religious holiday
OTHER QUALIFICATIONS	√ Any questions that has direct reflection on the job to be applied for	X Any non-related inquiry that may present information
REFERENCES	√ General personal and work references not relating to race, color, religion, sex national origin or ancestry	X Request references specifically from clergymen and any other persons who might reflect race, color, religion, sex, national origin or ancestry of applicant

*Any inquiry is forbidden which, although not specifically listed among the above, is designed to elicit information as to race, color, religion, sex, national origin or ancestry in violation of the law. As a general rule of thumb, ask questions which relate to performance of duties, and which are asked of all applicants consistently.