

**Acceptable and Unacceptable Inquiries based on EEOC Guidelines**

SUBJECT AREA	ACCEPTABLE	UNACCEPTABLE
Residence	<ul style="list-style-type: none"> <li>• Current address and applicant's</li> </ul>	<ul style="list-style-type: none"> <li>• Name of relationship applicant</li> <li>• Whether applicant owns or rents own home.</li> </ul>
Age	<ul style="list-style-type: none"> <li>• <b>After hiring</b>, proof of age by birth certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Age or age group of applicant</li> <li>• Birth certificate or baptismal record before hiring</li> <li>• Any inquiry that implies a preference for persons under 40 years of age.</li> </ul>
National Origin	<ul style="list-style-type: none"> <li>• Inquiries into applicant's ability to read, write and speak foreign languages, <b>only</b> when such inquiries are based on job requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Birthplace of applicant, parents, grandparents or spouse <b>after hiring</b></li> </ul>
		<ul style="list-style-type: none"> <li>• Any inquiry that would indicate race or color</li> </ul>
Sex	<ul style="list-style-type: none"> <li>• Inquiry for affirmative action plan statistics, <b>after hiring</b></li> </ul>	<ul style="list-style-type: none"> <li>• Any inquiry</li> <li>• All questions related to pregnancy</li> </ul>
Relatives	<ul style="list-style-type: none"> <li>• Name of applicant's relatives already employed by this company or by any competitor.</li> </ul>	<ul style="list-style-type: none"> <li>• Any other inquiry regarding marital status, identity of one's spouse, or spouse's occupation.</li> </ul>
Religion or Creed	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Inquiries concerning applicant's religious preference, denomination, religious affiliations, church, parish, pastor, or religious holidays observed.</li> </ul>
Citizenship	<ul style="list-style-type: none"> <li>• Require proof of citizenship, visa, alien registration number, <b>after hiring</b></li> </ul>	<ul style="list-style-type: none"> <li>• Whether a U.S. citizen</li> <li>• Any inquiry into citizenship which would tend to divulge lineage, ancestry, national origin, birthplace</li> </ul>



	<p>other physical requirements of the job, if any</p> <ul style="list-style-type: none"> <li>• Require a physical examination</li> </ul>	<p>based on actual job requirements</p>
<p>Disability and/or Pregnancy</p>	<ul style="list-style-type: none"> <li>• Whether applicant is able to perform the essential functions of the job for which the applicant is applying, with or without reasonable accommodation.</li> <li>• Inquiries as to how the applicant could demonstrate or describe the performance of these specific job functions with or without reasonable accommodation.</li> <li>• Inquiries as to duration of stay on job or anticipated absences which are made to males and females alike.</li> </ul>	<ul style="list-style-type: none"> <li>• To exclude handicapped applicants as a class on the basis of their handicap.</li> <li>• Inquiries about the nature, severity or extent of a disability job or a th</li> </ul>