

**Guidelines for Pre-Employment Inquiries**

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<b>CATEGORY</b>	<b>PERMISSIBLE INQUIRIES</b>	<b>INQUIRIES TO AVOID</b>
<b>NAME</b>	Any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on work and educational records.	Inquiries about the name, which would indicate applicant's lineage, ancestry, national origin, or descent. Inquiry into previous name of applicant where it has been changed by court order or otherwise. Indicate: Miss, Mrs., Ms.
<b>MARITAL AND FAMILY STATUS</b>	Whether applicant can meet specified work schedules or has activities, commitments, or responsibilities that may hinder the meeting of work attendance requirements. Inquiries as to duration of stay on job or anticipated absences which are made to male and females alike.	Any inquiry indicating whether an applicant is married, single, divorced, engaged, etc. Number and age of children. Information on child-care arrangements. Any questions concerning pregnancy, any such questions which directly or indirectly result in limitation of job opportunity.
<b>AGE</b>	Are you over the age of eighteen (18)? If asked of one applicant, it must be asked of all applicants.	Requirement that applicant produce proof of age in the form of a birth certificate or baptismal record. The Age Discrimination in Employment Act of 1975 forbids discrimination against persons between the ages of 40 and 70.
<b>HANDICAPS</b>	All applicants can be asked whether they are able to carry out all necessary job assignments in a safe manner.	General questions regarding handicap, nature, severity are forbidden.
<b>SEX</b>	NONE	Sex of applicant. Any other inquiry which would indicate sex.
<b>RACE AND COLOR</b>	NONE	Applicant's race, color of skin, eyes, hair, etc., or other questions directly or indirectly relating to race or color.
<b>ADDRESS OR DURATION OF RESIDENCE</b>	Applicant's address. Inquiry into place and length of current and previous addresses.	Specific inquiry into foreign addresses which would indicate national origin. Names and relationships of persons with whom applicant resides. Whether applicant owns or rents a home.
<b>ANCESTRY OR NATIONAL ORIGIN</b>	Languages applicant reads, speaks, or writes fluently, if another language is necessary to perform the job.	Inquiries into applicant's lineage, ancestry, national origin, descent, birthplace, or native language. National origin of applicant's parents or spouse.
<b>BIRTHPLACE</b>	NONE	Birthplace of applicant. Birthplace of applicant's parents, spouse, or other relatives. Requirement that applicant submit a birth certificate before employment. Any other inquiry into national origin.

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<b>CATEGORY</b>	<b>PERMISSIBLE INQUIRIES</b>	<b>INQUIRIES TO AVOID</b>
<b>RELIGION</b>	NONE	Applicant's religious denomination or affiliation, church, parish, pastor, or religious holidays observed. Applicants may not be told that any particular religious groups are required to work on their religious holidays. Any inquiry to indicate or identify religious denomination or customs.
<b>MILITARY RECORD</b>	Type of education and experience in the service <u>as it relates to a particular job.</u>	Type of discharge.
<b>PHOTOGRAPH</b>	May be required after hiring for identification	Requirement that applicant affix a photograph to their application. Request that applicant, at their option, submit a photograph.
<b>CITIZENSHIP</b>	Are you legally authorized to work in the United States?  Are you able, at time of employment, to submit verification of your legal right to work in the U.S.?	"Of what country are you a citizen?" Whether applicant or parents or spouse are naturalized or native-born U.S. citizens. Date when applicant or parents or spouse acquired U.S. citizenship. Requirement that applicant produce naturalization papers. Whether applicant or spouse are citizens of the U.S.
<b>EDUCATION</b>	Applicant's academic, vocational, or professional education; schools attended. Inquiry into language skills such as reading, speaking, and writing foreign languages, if job related.	Any inquiry asking specifically the nationality, racial, or religious affiliation of a school. Inquiry as to how foreign language ability was acquired.
<b>EXPERIENCE</b>	Applicant's work experience, including names and addresses of previous employers, dates of employment, reasons for leaving, salary history.	
<b>CONVICTION, ARREST AND COURT RECORD</b>	NONE	Any inquiry relating to arrests. A check into a person's arrest, court, or conviction record if not substantially related to functions and responsibilities of the particular job in question.
<b>RELATIVES</b>	Names of applicant's relatives already employed by this company if needed for compliance with nepotism policy.	Name or address of any relative of adult applicant.

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<b>CATEGORY</b>	<b>PERMISSIBLE INQUIRIES</b>	<b>INQUIRIES TO AVOID</b>
<b>NOTICE IN CASE OF EMERGENCY</b>	NONE	Name and address of persons to be notified in case of accident or emergency before selection is made.
<b>ORGANIZATIONS</b>	Inquiry into the organizations of which an applicant is a member <b><u>which are pertinent to the position</u></b> , providing the name or character of the organization does not reveal the race, religion, color, or ancestry of membership.	"list all organizations, clubs, societies, and lodges to which you belong."
<b>REFERENCES</b>	Names of persons willing to provide professional and/or character references for applicant.	Require the submission of a religious reference. Request conferences from applicant's pastor.
<b>CREDIT RATING</b>	NONE	Any questions concerning credit rating, charge accounts, etc. Ownership of automobile.
<b>MISCELLANEOUS</b>	Notice to applicants that any misstatement or omission of material facts in the application or interview process may be cause for dismissal.	