

## EMPLOYMENT INQUIRIES GUIDE

ACCEPTABLE	SUBJECT	UNACCEPTABLE
Name	<b>NAME</b>	<input type="checkbox"/> Maiden name
Place of residence	<b>RESIDENCE</b>	<input type="checkbox"/> Questions regarding owning or renting.
Statements that hire is subject to verification that applicants meet legal age requirements.	<b>AGE</b>	<input type="checkbox"/> Age <input type="checkbox"/> Birth date <input type="checkbox"/> Date of attendance/completion of school <input type="checkbox"/> Questions which tend to identify applicants over 40
Statements/inquiries regarding verification of legal right to work in the United States.	<b>BIRTHPLACE, CITIZENSHIP</b>	<input type="checkbox"/> Birthplace of applicant or applicant's parents, spouse or other relatives. <input type="checkbox"/> Requirements that applicant produce naturalization or alien card prior too employment.
Languages applicant reads, speaks or writes if use of language other than English is relevant to the job for which applicant is applying.	<b>NATIONAL ORIGIN</b>	<input type="checkbox"/> Questions as to nationality, lineage, ancestry, national origin, descent or parentage of applicant, applicant's spouse, parent or relative.
Statement by employer of regular days, hours, or shifts to be worked.	<b>RELIGION</b>	<input type="checkbox"/> Questions regarding applicant's religion. <input type="checkbox"/> Religious days observed.
Name and address of parent or guardian if applicant is a minor.  Statement of company policy regarding work assignment of employees who are related.	<b>SEX, MARITAL STATUS, FAMILY</b>	<input type="checkbox"/> Questions to indicate applicant's sex, marital status, number/ages of children or dependents. <input type="checkbox"/> Questions regarding pregnancy, child birth, or birth control <input type="checkbox"/> Name/address of relative, spouse or children of adult applicant.
	<b>RACE, COLOR, SEXUAL ORIENTATION</b>	<input type="checkbox"/> Questions to applicant's race, color, or sexual orientation. <input type="checkbox"/> Questions regarding applicant's complexion, color of eyes, hair or sexual orientation.
	<b>CREDIT REPORT</b>	<input type="checkbox"/> Any report which would indicate information which is otherwise illegal to ask, e.g , marital status, age, residency, etc.
Statement that a photograph may be required after employment.	<b>PHYSICAL DESCRIPTION, PHOTOGRAPHS, FINGERPRINTS</b>	<input type="checkbox"/> Questions as to applicant's height/weight. <input type="checkbox"/> Requiring applicant to affix a photograph to application or submit one at his/her option. <input type="checkbox"/> Require a photograph after interview but before employment.
Employer may inquire if applicant can perform job-- related functions.  Statement that employment offer may be made contingent upon passing a job-- related mental/physical examination.	<b>MENTAL/PHYSICAL DISABILITY, MENTAL CONDITION (APPLICANTS)</b>	<input type="checkbox"/> Any inquiry into the applicant's general health, medical condition, or mental/physical disability. <input type="checkbox"/> Requiring a psychological/medical examination of any applicant.

A medical/psychological examination/inquiry may be made as long as the examination/inquiry is job-- -related and consistent with business necessity and all applicants for the same job classification are subject to the same examination/inquiry.	<b>MENTAL/PHYSICAL DISABILITY, MEDICAL CONDITION (POST-- - OFFER/PRE-- - EMPLOYMENT)</b>	<input type="checkbox"/> Any inquiry into the applicant's general health, medical condition, or physical/mental disability, if not job-related and consistent with business necessity.
A medical/psychological examination/inquiry may be made as long as the examination is job-- -related and consistent with business necessity.	<b>MENTAL/PHYSICAL DISABILITY, MEDICAL CONDITION (EMPLOYEES)</b>	<input type="checkbox"/> Any inquiry into the employee's general health, medical condition, or mental/physical disability, if not job-- - related and consistent with business necessity.
Job-related questions about convictions, except those convictions which have been sealed, or expunged, or statutorily eradicated.	<b>ARREST, CRIMINAL RECORD</b>	<input type="checkbox"/> General questions regarding arrest record.
Questions regarding relevant skills acquired during U.S. military service.	<b>MILITARY SERVICE</b>	<input type="checkbox"/> General questions regarding military service such as dates/type of discharge. <input type="checkbox"/> Questions regarding service in a foreign military.
Requesting lists of job-related organizations, clubs or professional societies omitting indications of protected bases.	<b>ORGANIZATIONS, ACTIVITIES</b>	<input type="checkbox"/> General questions regarding organizations, clubs, societies and lodges.
Name of persons willing to provide professional and/or character references for applicant.	<b>REFERENCES</b>	<input type="checkbox"/> Questions of applicant's former employers or acquaintances which elicit information specifying applicant's race, etc.
Name and address of person to be notified in case of accident or emergency.	<b>NOTICE IN CASE OF EMERGENCY</b>	<input type="checkbox"/> Name, address, and relationship of relative to be notified in case of emergency.

This information is provided by California Department of Fair Employment & Housing.