

Illegal and Legal Questions

Subject	What Can't I ask?	What Can I Ask?
Age	<p>How old are you?</p> <p>What year did you graduate?</p> <p>What is your birthday?</p>	<p>Are you over 18?</p>
Citizen/National Origin	<p>Are you a U.S. citizen?</p> <p>What is your native language?</p> <p>Where were you/your parents born?</p>	<p>Are you authorized to work in the United States? (not necessary to ask this - this is verified with the I-9 at time of hire)</p> <p>What language(s) do you read/write fluently? (only if required by the position)</p>
Marital/Family Status	<p>Are you married?</p> <p>Do you plan to have a family?</p> <p>Do you have any children?</p> <p>What are your child care arrangements?</p>	<p>Would you be able and willing to travel as needed for the job? (only if required by the position)</p> <p>This position requires occasional overtime (nights and/or weekends); would this present a problem?</p> <p>Would you be willing to relocate if necessary?</p> <p>Note: These questions should be asked of ALL applicants if applicable.</p>
Affiliations	<p>What clubs or social organizations do you belong to?</p>	<p>List any professional or trade organizations you consider relevant to the position.</p>
Personal	<p>How much do you weigh?</p> <p>How tall are you?</p>	<p>Are you able to lift a 50lb weight and carry it 10 yards, as this type of physical activity is part of the job? (only when specifically required in main duties of the job, and LHR should be consulted)</p>
Disabilities	<p>Do you have any disabilities?</p> <p>Do you have any medical conditions?</p> <p>How is your health?</p> <p>Do you need an accommodation to perform this job?</p>	<p>Are you able to perform the essential functions of this job, with or without an accommodation?</p>
Arrest Record	<p>Have you ever been arrested?</p>	<p>Before an offer can be made you advise the candidate that an offer is contingent on completion of a sufficient criminal background check.</p>
Military Record	<p>If you were in the military, were you honorably discharged?</p>	<p>In what branch of the armed services did you serve?</p> <p>What type of training did you receive in the military?</p>
Religion		<p>Are you a practicing Catholic?</p> <p>Do you belong to a Catholic Church? If so, which one? Do you regularly attend a Catholic Church?</p>