

ATTACHMENT F

Use the Tab key to advance to the next field, shift-Tab to reverse the order. (This field won't print.)

INTERVIEW QUESTIONS

Category	Unacceptable Questions	Acceptable Questions
Name	<ul style="list-style-type: none"> •Have you ever changed your name? •What was your original name? •Do you prefer Ms., Mrs., or Miss? 	<ul style="list-style-type: none"> •Have you ever worked for this company under a different name? •Have you worked under a nickname or different name for another company that we should know about in order to check a reference?
Age	<ul style="list-style-type: none"> •How old are you? •When did you graduate from high school? 	<ul style="list-style-type: none"> •If offered employment, can you prove that you are of legal age? •Are you 18 years old or older? If not, can you provide the appropriate youth employment documentation?
Birthplace	<ul style="list-style-type: none"> •Where were you born? •In what country were your parents born? 	<ul style="list-style-type: none"> •Can you provide proof of work authorization if you are hired?
Residence	<ul style="list-style-type: none"> •Do you own or rent your residence? •How many people live with you? •What is their relationship to you? 	<ul style="list-style-type: none"> •What is your present address?
Race/Color	<ul style="list-style-type: none"> •What race are you? •What color is your hair, skin? 	<ul style="list-style-type: none"> •None
Religion	<ul style="list-style-type: none"> •What religion are you? •Do you observe religious holidays? •Which ones? 	<ul style="list-style-type: none"> •If needed for overtime, you may ask if applicant is available to work on Saturdays or Sundays.
Sex	<ul style="list-style-type: none"> •Are you male or female? •What is your sexual orientation? 	<ul style="list-style-type: none"> •None
Photographs	<ul style="list-style-type: none"> •May we have a photograph with your application form or after the interview? 	<ul style="list-style-type: none"> •After you are hired, we may need a photograph for identification purposes.
Education	<ul style="list-style-type: none"> •List the dates you attended or graduated from school (grammar, high school, or college). 	<ul style="list-style-type: none"> •List your academic, vocational, or professional education and the name and address of the schools you attended.

Citizenship	<ul style="list-style-type: none"> •Of which country are you a citizen? •Are you or other members of your family naturalized citizens? 	<ul style="list-style-type: none"> •Are you a citizen of the U. S.? •If not, are you authorized to work in the U.S. and, if employed, give us proof?
National Origin/Ancestry	<ul style="list-style-type: none"> •What is your national origin, your ancestry, nationality, or parentage? •What is your native language? 	<ul style="list-style-type: none"> •If another language is necessary for the job, you may ask, what languages do you speak and/or write?
Height and Weight	<ul style="list-style-type: none"> •How much do you weigh and how tall are you? 	<ul style="list-style-type: none"> •None, unless you can prove the height and weight is a bona fide occupational qualification for the
Arrests and Convictions	<ul style="list-style-type: none"> •Have you ever been arrested? •Have you ever been charged with any crime? 	<ul style="list-style-type: none"> •Have you ever been convicted of any crime that has not been annulled? (Note: Check your state law as this is not permitted in some states.)
Marital or Family Status	<ul style="list-style-type: none"> •Are you married, single, divorced? •What is your maiden name? •What is your husband's/ wife's name? •Do you have any children? •How many? •Do you plan on having more? •Are you pregnant? •What kind of day care do you have for your children? 	<ul style="list-style-type: none"> •None (An employer may ask an applicant if he/she can adhere to the work schedule and if he/she foresees any attendance problems).
Military Record	<ul style="list-style-type: none"> •If you are a veteran, what type of discharge do you have? •Were you ever disciplined in the service? 	<ul style="list-style-type: none"> •Are you a veteran of the Armed Forces? •If yes, what type of education and/or training did you receive in the military?
Organizations	<ul style="list-style-type: none"> •To which social organizations, clubs, societies, and lodges do you belong? 	<ul style="list-style-type: none"> •Of which professional, trade, or service organizations are you a member?
References	<ul style="list-style-type: none"> •Who is your pastor, minister, rabbi? 	<ul style="list-style-type: none"> •Please provide us with the names of work and/or character references.

Physical Condition, Disability	<ul style="list-style-type: none">•Do you now suffer, or have you ever suffered, an emotional illness?•How did you receive that scar?•Do you have any physical disabilities?•Have you ever received Workers' Compensation benefits?	<ul style="list-style-type: none">•Specific questions regarding the applicant's ability to perform the essential functions of the job. •Can you lift 50 pounds?•Can you read a video display terminal?•Can you perform the essential functions of the job with or without reasonable accommodation?
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