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<th>LEGISLATION</th>
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| Military Service        | a. Inquiry into service in the US armed forces, including rank attained, branch of service, or any job related experience. | a. To ask type of discharge.  
b. To request military service records before hiring.  
c. To ask about military service in armed service of any country but the US. | Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (Public Law 93-508) |
| Education               | a. To ask what academic, professional or vocational schools attended.  
b. To ask about language skills, such as reading and writing foreign languages. | a. Specifically ask the nationality, racial or religious affiliation of schools attended.  
b. To ask how foreign language was acquired. | Title VII                                                                 |
| References              | a. To ask by whom the candidate was referred for the position.  
b. Names of persons willing to provide professional and/or character references for applicant. | a. To request references specifically from clergy or any other person(s) who might reflect race, color, religion, sex, national origin or ancestry. | Title VII                                                                 |
| Relatives               | a. Name and address of parents or guardian of minor applicant.  
b. Name, relationship and address of person to be notified in case of an emergency after hiring. | a. Names of applicant's relatives other than those already working for the institution. | Title IX                                                                  |
| Work Schedule           | a. To ask willingness to work required work schedule.  
b. To ask if applicant has military reservist obligations. | a. To ask willingness to work any particular holidays. | Title VII                                                                 |
| Address/Housing         | a. To request place and length of current and previous addresses.  
b. To ask for applicant's phone number of how he or she can be reached if a number is not available. | a. To ask applicants if they own their own home, or rent or live in an apartment or house.  
b. Specific inquiry into foreign addresses that would indicate national origin.  
c. Name or relationship of person with whom applicant resides. | Title VII                                                                 |
| Organizations           | a. To ask organizational membership-professional, social, etc.-so long as affiliation is not used to discriminate on the basis of race, sex, or national origin.  
b. Offices held, if any. | a. To request listing of all organizations, clubs, societies, and lodges to which applicant belongs or has belonged. | Title VII                                                                 |
<p>| Photographs             | a. May be required after hiring for identification purposes. | a. To take pictures of applicants during an interview. | Title VII                                                                 |
| Conviction, Arrest, and Court Record | a. Inquiry into actual convictions that relate reasonably to performing a particular job. | a. Any inquiry relating to arrests, court, or conviction records not substantially related to job in question. | Title VII                                                                 |
| Other Qualifications    | a. To inquire about any area that has direct reflection on the job applied for. | a. Any non-job-related inquiry that may present information permitting unlawful discrimination. | Title VII                                                                 |</p>
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| Name                    | a. For any purposes, inquiry into whether the applicants work records are under another name. | a. To ask if a woman is a Miss, Mrs. Or Ms.  
b. To request applicant to give maiden name, or any other previous name he/she has used. | Title VII of the Civil Rights Act of 1964, as amended by the EO/AA Act of 1972. Title IX (Higher Education Act) |
| Age                     | a. Certificate after hiring.                                                               | a. To ask age or age group of applicant.  
| Birthplace/  
National Origin/  
Citizenship | a. Ask for birth certificate or other proof of US citizenship after hiring.  
b. Whether a US citizen.  
c. If not, whether intends to become one.  
d. If US residence is legal.  
e. If spouse is a citizen. | a. To inquire into national origin or birthplace of applicant or applicant’s family.  
b. Date of citizenship. | Title VII                                        |
| Race/Color              | a. To indicate that the institution is an equal opportunity employer.  
b. To ask race for affirmative action plan statistics, after hiring. | a. Any inquiry that would indicate race or color. | Title VII                                        |
| Sex                     | a. Indicate that the institution is an equal opportunity employer.                         | a. To ask applicant any inquiry which would indicate sex, unless job related. (An example would be a locker room or rest room attendant.) | Title VII and Title IX                           |
| Sexual Orientation      | a. To indicate that the institution prohibits discrimination on the basis of sexual orientation. | a. To ask an applicant any question that would indicate the applicant’s sexual or affectional orientation. |                                                |
| Religion                | a. To state normal hours any days of work require by the job to avoid possible conflict with religious convictions. | a. To ask an applicant’s religion or religious customs or holidays.  
b. To request recommendations from church officials. | Title VII                                        |
| Marital/Parental Status | a. Whether applicant can meet work schedules or has activities, commitments or responsibilities that may hinder meeting work attendance requirements.  
b. Inquiries, made to males and females alike, as to a duration of stay on job or anticipated absences. | a. To ask marital status before hiring.  
b. To ask about the number and age of children, child care arrangements and plans to have more children before hiring for insurance purposes. | Title VII and Title IX                           |
| Disability              | a. If candidate is able to carry out the essential functions of the job.  
b. After a conditional offer of employment, may inquire whether person has a disability to determine whether person needs a legally required “reasonable accommodation.” | a. To ask job applicants general questions about whether they have a disability or about the nature and severity of their disability. | Rehabilitation Act of 1973/Americans with Disabilities Act of 1990 |

* There are conversational contexts in which some of these questions may emerge appropriately and at the invitation of the candidate. However, questions along these lines, when initiated by an interviewer or pursued too extensively, can raise inference of improper motivation and can be used as evidence of discrimination.