

## GUIDELINES TO FAIR PRE-EMPLOYMENT INQUIRIES

SUBJECT	FAIR PRE-EMPLOYMENT INQUIRY	UNFAIR PRE-EMPLOYMENT INQUIRY
Age*	None.	Inquiry that implies an age preference.
Citizenship	Whether applicant can legally work in US.	Any inquiry into citizenship that would tend to divulge applicant's lineage, ancestry, national origin, descent, birthplace, or whether applicant is a citizen.
Disability*	Whether applicant can perform the essential functions of the position, with or without reasonable accommodation. Request to all applicants to describe or demonstrate performance of the essential functions with or without accommodation.	Inquiry about existence, nature, severity, or extent of a disability. Inquiry as to whether an applicant requires reasonable accommodation. Whether an applicant has applied for or received worker's compensation. Any inquiry that is not job related or consistent with business necessity.
Family	Whether applicant can meet specified work schedules or has activities, commitments, or responsibilities that may prevent meeting work attendance requirements.	Inquiry concerning spouse, spouse's employment or salary, children, childcare arrangements, or dependents.
Height/Weight	None.	Any inquiry relating to height or weight.
Marital Status	None.	Any inquiry about the applicant's marital status whether an applicant is married, single, divorced, separated, engaged, widowed, etc. Any form requesting identification by Mr., Mrs., Miss, or Ms. Status.
Military*	Inquiry concerning education, training, or work experience in the US military.	Type or condition of military discharge, request for discharge papers, an applicant's experience in a military other than the United States military.
Name	Whether applicant has worked under different name, and if so, what name; name applicant is known to references if different from present name.	Any other inquiry concerning name which would divulge marital status, lineage, ancestry, national origin, or descent. Inquiry into original name where it has been changed by court order or marriage.

National Origin*	Inquiry into ability to read/write/speak foreign language when the foreign language is a job requirement.	Any other inquiry into applicant's lineage, ancestry, national origin, descent, birthplace, native language, or national origin of an applicant's parents or spouse.
Photograph	None. May request after employment for purpose of identification.	Any request for submissions of photograph at any time prior to employment.
Race or Color*	None.	Any inquiry concerning race or color.
Relatives	Names of relatives currently employed by the college.	Any other inquiry about marital status, spouse, or spouse's occupation.
Religion or Creed	None, except when it has been determined that religion is a BFOQ.	Inquiry concerning religious preference, denomination, affiliations, church, parish, pastor, or religious holidays observed.
Residence	Inquiry about address sufficient to facilitate contact with applicant.	Any other inquiry regarding with whom applicant resides; whether applicant owns or rents
Sex*	None.	Any inquiry concerning gender.
Sexual Orientation	None.	Any inquiry regarding sexual orientation.

\* Use of the Pre-Employment Information Request form, requesting applicants to voluntarily identify themselves as belonging to any group for whom the College takes affirmative action, is not a violation of these guidelines.