

## Chart of Legal Interview Questions

This following is a quick reference detailing legal and potentially discriminating interview questions.

TOPIC	LEGAL QUESTIONS	DISCRIMINATORY QUESTIONS
<b>Name</b>	<ul style="list-style-type: none"> <li>• Applicant's full name</li> <li>• Have you ever worked for this company under a different name?</li> <li>• Is there any additional information relevant to a different name to check work record? If yes, explain.</li> </ul>	<ul style="list-style-type: none"> <li>• Original name of an applicant whose name has been changed by court order or otherwise.</li> <li>• Applicant's maiden name.</li> </ul>
<b>Address or duration of residence</b>	<ul style="list-style-type: none"> <li>• How long a residence of this state or city?</li> <li>• What is your address?</li> </ul>	<ul style="list-style-type: none"> <li>• Do you own or rent your home?</li> <li>• Who resides with you?</li> </ul>
<b>Birthplace</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<ul style="list-style-type: none"> <li>• Birthplace of applicant.</li> <li>• Birthplace of applicant's parents, spouse or other close relatives.</li> <li>• Requirement that applicant submit birth certificate, naturalization or baptismal record.</li> </ul>
<b>Age</b>	<ul style="list-style-type: none"> <li>• If hired, can you offer proof that you are at least 18 years of age? <i>(this question may be asked only for the purpose of determining whether applicants are of legal age for employment).</i></li> </ul>	<ul style="list-style-type: none"> <li>• How old are you?</li> <li>• What is your birth date?</li> </ul>
<b>Religion</b>	<p>None.</p> <p><i>You may inquire about availability for weekend work.</i></p>	<ul style="list-style-type: none"> <li>• What is your religion?</li> <li>• Which church do you attend?</li> <li>• What are your religious holidays?</li> </ul>
<b>Race or Creed</b>	<p>None.</p>	<ul style="list-style-type: none"> <li>• What is your race?</li> </ul>
<b>Photograph</b>		<ul style="list-style-type: none"> <li>• Any requirement for a photograph prior to hire.</li> </ul>
<b>Height</b>		<ul style="list-style-type: none"> <li>• Inquiry regarding applicant's height.</li> </ul>
<b>Weight</b>		<ul style="list-style-type: none"> <li>• Inquiry regarding applicant's weight.</li> </ul>
<b>Family Status</b>	<ul style="list-style-type: none"> <li>• Is your spouse employed by this employer?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you married?</li> <li>• What is your spouse's name?</li> <li>• Is your spouse employed?</li> <li>• What is your maiden name?</li> <li>• Do you have any children?</li> <li>• Are you pregnant?</li> <li>• What are your child care</li> </ul>

		arrangements?
<b>Sex</b>	None.	<ul style="list-style-type: none"> <li>• Are you male or female?</li> </ul>
<b>Disability/ Health</b>	<ul style="list-style-type: none"> <li>• Are you able to perform the essential functions of the job with or without reasonable accommodations?</li> </ul> <p><i>Show the applicant the position description so he or she can give an informed answer.</i></p>	<p>Inquiries regarding an individual's physical or mental condition which are not directly related to the requirements of a specific job and which are used as a factor in making employment decisions in a way which is contrary to the provisions or purposes of the American With Disabilities Act.</p> <ul style="list-style-type: none"> <li>• Are you disabled?</li> <li>• What is the nature or severity of your disability?</li> </ul>
<b>Citizenship</b>	<ul style="list-style-type: none"> <li>• Are you currently authorized to accept employment with any employer in the United States on an indefinite basis, without employer sponsorship?</li> <li>• If the answer is "no" to the question above, what employment authorization would you anticipate requiring?</li> </ul>	<p>(Questions below are unlawful unless asked as a part of the Federal I-9 process).</p> <ul style="list-style-type: none"> <li>• Of what country are you a citizen?</li> <li>• Whether an applicant is naturalized or a native-born citizen; the date when the applican</li> </ul>

**a Crime**

- Are there any felony