

Prohibited Questions

Inquiry Area	Prohibited Inquiries	Suggested Inquiries
National origin/citizenship	Are you a U.S citizen? Where were you/your parents born? What is your “native tongue”?	Are you authorized to work in the United States? OR Do you now, or will you in the future, need sponsorship from an employer in order to obtain, extend or renew your authorization to work in the United States? (<u>note: if you ask this question, it must be asked consistently of all your applicants at the same point in the process</u>) What languages do you read, speak, or write? (This question is okay as long as it is relevant to the performance of the job.)
Marital / Family status	What is your marital status? Who do you live with? Do you plan to have a family? When? How many kids do you have? What are your child care arrangements?	Have you worked for this company under a different name? Is any additional information available relative to change of name to enable a check on your work record? Would you be willing to relocate? Travel? Work overtime?
Affiliations	What clubs or social organizations do you belong to? What are your political and religious beliefs?	List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job. Can you work on Saturdays/Sundays?
Disabilities	Do you have any disabilities? Any question on general medical condition.	Are you able to perform all of the duties outlined in the job description?
Military	Were you honorably discharged from the military?	In what branch of the Armed Forces did you serve? What type of training or education did you receive in the military?
Race or Color	Complexion, color of skin, or other questions directly or indirectly indicating race or color.	N/A
Sex/Gender	Any question related to sexual orientation or Gender Identity if it is not based on a bona fide occupational qualification.	N/A