

Chart of Legal Interview Questions

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

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

		arrangements?
Sex	None.	<ul style="list-style-type: none"> Are you male or female?
Disability/ Health	<ul style="list-style-type: none"> Are you able to perform the essential functions of the job with or without reasonable accommodations? <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"> Are you disabled? What is the nature or severity of your disability?
Citizenship	<ul style="list-style-type: none"> Are you currently authorized to accept employment with any employer in the United States on an indefinite basis, without employer sponsorship? If the answer is "no" to the question above, what employment authorization would you anticipate requiring? 	<p>(Questions below are unlawful unless asked as a part of the Federal I-9 process).</p> <ul style="list-style-type: none"> Of what country are you a citizen? Whether an applicant is naturalized or a native-born citizen; the date when the applicant acquired citizenship. Requirement that an applicant produce naturalized papers or first papers. Whether applicant's parents or spouse are naturalized or native-born citizens of the United States; the date when such parent or spouse acquired citizenship.
National Origin	<ul style="list-style-type: none"> Are you fluent in any languages other than English? (<i>You may ask this question ONLY as it relates to the job being sought</i>). 	<ul style="list-style-type: none"> Inquiry into applicant's lineage; ancestry; national origin; descent; parentage or nationality, unless pursuant to the Federal I-9 process. Nationality of applicant's parents or spouse. Inquiry into how applicant acquired ability to read, write or speak a foreign language.
Education	<ul style="list-style-type: none"> Inquiry into the academic vocational or professional education of an applicant and the public and private schools attended. 	
Experience	<ul style="list-style-type: none"> Inquiry into work experience. Inquiry into countries applicant has visited. 	
Arrests or Convictions of	<ul style="list-style-type: none"> Have you ever been convicted of a crime? 	<ul style="list-style-type: none"> Inquiries regarding arrests which did not result in

a Crime	<ul style="list-style-type: none"> • Are there any felony charges pending against you? <p><i>You must state that a conviction will be considered only as it relates to fitness to perform the job being sought.</i></p>	conviction. (except for law enforcement agencies).
Relatives	<ul style="list-style-type: none"> • Name of applicant's relatives, other than a spouse, already employed by this company. 	<ul style="list-style-type: none"> • Address of any relatives of applicants, other than address (within the United States) of applicant's father and mother, husband or wife and minor dependent children.
Notice in Case of Emergency	<ul style="list-style-type: none"> • Name and address of person to be notified in case of accident or emergency. 	<ul style="list-style-type: none"> • Name and address of nearest relative to be notified in case of accident or emergency.
Military Experience	<ul style="list-style-type: none"> • Inquiry into an applicant's military experience in the Armed Forces of the United States or in a State Militia. 	<ul style="list-style-type: none"> • Inquiry into an applicant's general military experience.
Organizations	<ul style="list-style-type: none"> • Inquiry into the organizations of which an applicant is a member, excluding organizations the name or character of which indicates the race, color, religion, national origin or ancestry of its members. 	<ul style="list-style-type: none"> • List all clubs, societies and lodges to which you belong.
References	<ul style="list-style-type: none"> • Who suggested that you apply for a position here? 	