

4120C - PRE-EMPLOYMENT INTERVIEW QUESTIONS

Asking an applicant questions prohibited by the Equal Employment Opportunity Act during pre-employment interviews could open the door for a job candidate to take legal action against the District. The following guideline outlines the questions that are appropriate and those that should be avoided.

YOU CANNOT ASK:

- A. any question that would indicate race or color;
 - B. any question that would indicate gender, unless job-related;
 - C. applicant's religion or religious customs and holidays; recommendations from church officials;
 - D. if applicant, spouse, or parents are native-born or naturalized; date of citizenship; or for other proof of citizenship before hiring; (Proof of citizenship required on I-9 Form)
 - E. marital status before hiring, the number and age of children, who cares for them, and if applicant plans to have more;
 - F. to see military service records; about military service with any country other than U.S.;
 - G. nationality, racial, or religious affiliation of school attended;
 - H. how foreign language ability was acquired;
 - I. inquiries about arrests, (as contrasted with convictions), except pending charges (see below at F.);
 - J. listing of all clubs to which the applicant belongs or has belonged;
 - K. that a candidate provide a photograph before hiring or that one be taken during an interview;
 - L. height and weight or physical/mental characteristics which do not relate directly to the job specifications (see AG [3211](#));
 - M. whether applicant lives with a disabled individual (whether related or not);
 - N. whether applicant plans to marry or plans to have a family;
 - O. whether applicant has any military obligations.

YOU CAN ASK:

- A. for applicant's current and previous address; phone number;
✓
- B. whether applicant is eighteen (18) years of age or older;
✓
- C. whether the applicant is lawfully authorized to work in the United States;
✓
- D. if applicant has served in the U.S. armed forces including branch of service and rank attained; job-related experience acquired in the military;
✓
- E. academic, professional, or vocational school attended; language skills such as reading and writing, foreign languages, grades, degrees, majors, etc.;
✓
- F. criminal convictions; any pending felony charges; any misdemeanor charge related to sexual conduct or assault or abuse of a child;
✓
- G. personal and professional and other work references not relating to race, color, religion, gender, national origin, or ancestry;
✓
- H. professional and social organization membership, so long as affiliation does not identify and is not used to discriminate on the basis of gender, race, national origin, or ancestry;
✓
- I. willingness to perform job functions;
✓
- J. willingness to work required work schedule and under prescribed working conditions.
✓

AFTER HIRING, YOU MAY OBTAIN:

- A. marital status and number/age of dependents for insurance and tax purposes;
✓
- B. proof of age;
✓
- C. status of citizenship (I-9 Form);
✓
- D. race, if done pursuant to required or approved affirmative action plan and maintained separately from applicant file;
✓
- E. a copy of military discharge certificate.