

INQUIRY AREA	ILLEGAL QUESTIONS	LEGAL QUESTIONS
National Origin/Citizenship	<ul style="list-style-type: none"> ▪ Are you a U.S. citizen? ▪ Where were you/your parents born? ▪ What is your “native tongue”? 	<ul style="list-style-type: none"> ▪ Are you authorized to work in the United States? ▪ What language do you read/speak/write fluently? (This question is okay only if this ability is relevant to the performance of the job.)
Age	<ul style="list-style-type: none"> ▪ How old are you? ▪ When did you graduate? ▪ What’s your birth date? 	<ul style="list-style-type: none"> ▪ Are you over the age of 18?
Marital/Family Status	<ul style="list-style-type: none"> ▪ What is your marital status? ▪ With whom do you live? ▪ Do you plan to have a family? When? ▪ How many kids do you have? ▪ What are your child-care arrangements? 	<ul style="list-style-type: none"> ▪ Would you be willing to relocate if necessary? ▪ Would you be able and willing to travel as needed for the job? (This question is okay if it is asked of all applicants for the job.)
Affiliations	<ul style="list-style-type: none"> ▪ What clubs or social organizations do you belong to? 	<ul style="list-style-type: none"> ▪ List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.
Personal	<ul style="list-style-type: none"> ▪ How tall are you? How much do you weigh? (Questions about height and weight are not acceptable unless minimum standards are essential for the safe performance of the job.) 	<ul style="list-style-type: none"> ▪ Are you able to lift a 50-pound weight and carry it 100 yards, as this is part of the job?
Disabilities	<ul style="list-style-type: none"> ▪ Do you have any disabilities? ▪ Please complete the following medical history. ▪ Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred. ▪ What was the date of your last physical exam? ▪ How’s your family’s health? ▪ When did you lose your eyesight? How? ▪ Do you need an accommodation to perform the job? (This question can be asked only after a job offer has been made.) 	<ul style="list-style-type: none"> ▪ Are you able to perform the essential functions of this job? (This question is okay if the interviewer has thoroughly described the job.) ▪ Can you demonstrate how you would perform the following job-related functions? ▪ As part of the training process, after a job offer has been made, you will be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.)
Arrest Record	<ul style="list-style-type: none"> ▪ Have you ever been arrested? 	<ul style="list-style-type: none"> ▪ Have you ever been convicted of ____? (The crime named should be reasonably related to the performance of the job in question.)
Military	<ul style="list-style-type: none"> ▪ If you’ve been in the military, were you honorably discharged? 	<ul style="list-style-type: none"> ▪ In what branch of the armed forces did you serve? ▪ What type of training or education did you receive in the military?