

Below are topics with examples of acceptable and unacceptable questions a search committee can ask an applicant. This list is not exhaustive, it is meant to serve as a general guideline.

Acceptable	Topic	Unacceptable
<ul style="list-style-type: none"> Name 	<p>Name</p>	<ul style="list-style-type: none"> Maiden Name
<ul style="list-style-type: none"> Place of residence 	<p>Residence</p>	<ul style="list-style-type: none"> Questions regarding owning or renting
<ul style="list-style-type: none"> Statements that hire is subject to verification that applicants meet legal age requirements 	<p>Age</p>	<ul style="list-style-type: none"> Age Birth date Date of attendance/completion of school Questions which tend to identify applicants over 40
<ul style="list-style-type: none"> Statements/inquiries regarding verification of legal right to work in the United States Verification required for business necessity (e.g. travel reimbursements) 	<p>Birthplace/ Citizenship</p>	<ul style="list-style-type: none"> Birthplace of applicant or applicant's parents, spouse or other relatives Requirements that applicant produce naturalization or alien card prior to employment
<ul style="list-style-type: none"> Languages applicant reads, speaks or writes if use of language other than English is relevant to the job for which applicant is applying 	<p>National Origin</p>	<ul style="list-style-type: none"> Questions as to nationality, lineage, ancestry, national origin, descent or parentage of applicant, applicant's spouse, parent or relative

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<ul style="list-style-type: none"> Statement by employer of regular days, hours or shifts to be worked 	<p>Religion</p>	<ul style="list-style-type: none"> Questions regarding applicant's religion Religious days observed
<ul style="list-style-type: none"> Statement of policy regarding work assignment of employees who are related 	<p>Gender/Marital Status/Family</p>	<ul style="list-style-type: none"> Questions to indicate applicant's gender, marital status, number/ages of children or dependents Questions regarding pregnancy, child birth, or birth control Name/address of relative, spouse or children of adult applicant
	<p>Race/Sexual Orientation</p>	<ul style="list-style-type: none"> Questions regarding applicant's race, color or sexual orientation Questions regarding applicant's complexion, color of eyes, hair or sexual orientation
<ul style="list-style-type: none"> Employer may inquire if applicant can perform job-related functions 	<p>Mental/Physical Disability or Conditions</p>	<ul style="list-style-type: none"> Any inquiry into the applicant's general health, medical condition, or mental/physical disability Requiring a psychological/medical examination of any applicant

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<ul style="list-style-type: none"> • Questions regarding disciplinary actions at any prior institutions or the subject of an investigation • Open-ended questions that allow them to self-disclose 	<p>Disciplinary Actions</p>	<ul style="list-style-type: none"> • Questions in reference to a rumor.
<ul style="list-style-type: none"> • Job-related questions about convictions, except those convictions which have been sealed, or expunged, or statutorily eradicated 	<p>Arrest/Criminal Record</p>	<ul style="list-style-type: none"> • General questions regarding arrest record
<ul style="list-style-type: none"> • Questions regarding relevant skills acquired during U.S. military service 	<p>Military Service</p>	<ul style="list-style-type: none"> • General questions regarding military service, such as dates/types of discharge • Questions regarding service in a foreign military
<ul style="list-style-type: none"> • Requesting lists of job-related organizations, clubs or professional societies omitting indications of protected bases 	<p>Organizations/Activities</p>	<ul style="list-style-type: none"> • General questions regarding organizations, clubs, societies and lodges