

Subject	Acceptable Questions	Unacceptable Questions
Age or Date of Birth	Are you over age 18?	How old are you? What is your date of birth? Requirement that applicant submit birth certificate, naturalization or baptismal record. Requirement that applicant produce proof of age.
Arrest Records	Have you ever been convicted of a crime?	Have you ever been arrested?
Citizenship	Are you authorized to work in the United States?	Whether an applicant is naturalized or a native-born citizen; the date when the applicant acquired citizenship. Birthplace of applicant. Birthplace of applicant's parents, spouse, or other close relatives.
Disability	Applicants may be asked about their ability to perform specific job functions.	Employers may not ask job applicants about the existence, nature, or severity of a disability before an offer of employment has been made.
Education	Inquiry into applicant's academic, vocational, or professional education and the public and private schools attended.	When did you graduate?
Marital Status	Can you meet specified work schedules, or do you have activities, commitments, or responsibilities that may hinder the meeting of work requirements?	Are you married? Are you single? Divorced? Separated? Engaged? Name or other information about spouse. Where does your spouse work? What are the ages of your children, if any? Who will care for your children when you work?
Military Experience	Inquiry into military experience in the U.S. or in a State Militia. Inquiry into applicant's service in particular branch of United States Army, Navy, etc.	Type of discharge, records.
Name	Have you ever worked under a different name? Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work record? If yes, explain.	Original name of applicant whose name has been changed by court or otherwise. If you ever worked under another name, state name and dates.
Notice In Case of Emergency	Names of persons to be notified.	Name and address of person to be notified in case of accident or emergency.
Organization	Inquiry into applicant's membership in an organization which the applicant considers relevant to his or her ability to perform the job.	List all clubs, societies, and lodges to which you belong.
Photograph	May be required after hiring for identification.	Requirement or option that applicant affix a photograph to employment form at any time before hiring.
Race or National Origin	What languages do you read, speak, or write fluently? (only if pertinent to or required for the job in question).	Inquiry into applicant's lineage, ancestry, national origin, descent, parentage, nationality, race, or color. What is your native language? Inquiry into how applicant acquired ability to read, write, or speak a foreign language. Nationality of applicant's parents or spouse. What is your mother's tongue?
Pay	What is your desired rate of pay for this position?	Any questions relating to salary history: What did you make at your last position?