

# Interview Tips

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Subject	What May Be Asked	What May NOT Be Asked
<b>Age</b>	Are you over 18 (or 21 for certain jobs)? Age related information such as graduation date unless such information is necessary for the job.	How old are you? What is the date of your birth?
<b>Gender</b>	n/a	A pre-employment inquiry as to gender on an application form.
<b>National Origin/Religion</b>	n/a	Investigation into applicant's lineage, ancestry, religious denomination, affiliation Avoid any questions regarding organizations and/or affiliations that would identify religion or national origin.
<b>Marital Status</b>	n/a	Are you married? Where does your spouse work? What are the ages of your children, if any? What was your maiden name?
<b>Disability</b>	Specific questions related to job duties (e.g. Do you have a driver's license? Can you lift fifty pounds?)	Do you have a disability? Have you ever been treated for the following diseases? (listing diseases.) Has any member of your family ever had any of the following diseases?
<b>Citizenship</b>	Are you legally authorized to work in the United States?	Inquiry as to country of citizenship. Whether an applicant is a naturalized or native-born citizen; the date when the applicant acquired citizenship. Requirement that applicant produce naturalization papers or first papers. Whether parents or spouse are naturalized or native-born citizens of the United States. The date when such parents or spouse acquired citizenship.
<b>Language</b>	What languages do you read fluently? Write fluently? Speak fluently?	Inquiry into how applicant acquired ability to read, write or speak a foreign language.
<b>Military</b>	Have you ever been a member of the armed services of the United States or in a state militia? If so, did your military experience have any relationship to the position for which you have applied?	Inquiry into an applicant's general military experience or type of discharge.
<b>Character</b>	Have you ever been convicted of a felony? If so, when, where, and what was the disposition of the offense?	Have you ever been arrested? (An employer's use of an individual's arrest record to deny employment would, in the absence of business necessity, constitutes a violation of the human rights law.)