

APPLICANT EVALUATION AND INTERVIEW GUIDELINES
(Rev. 07/13/16)

Area of Inquiry	Allowed	Not Permitted
Address/Duration at Address	Place and length of current and previous address.	Names and relationships of person with whom the applicant resides. Inquiries about foreign addresses. Home ownership.
Affiliations	Professional or trade groups/associations membership. Positions held in professional organizations.	Social, ethnic, religious organization/group membership.
Age	Proof of age (after hire only).	Age or age group. Birth certificate. Birthdate. Graduation dates.
Citizenship	Eligibility to work in the U.S.. <i>If asked, must be asked of all applicants.</i>	Citizenship, U.S. or other country. If native born or naturalized. If parent or spouse is native born or naturalized. Date of citizenship. Proof of citizenship prior to hire.
Credit Rating	No questions can be asked.	Credit ratings or scores. Financial/economic status and history (unless embedded in formal background check).
Criminal Record	Convictions or imprisonment for crimes that are related to job duties. Different guidelines apply to law enforcement departments. Recent changes in the law (i.e., “Ban the Box” rule) necessitate consultation with Human Resources prior to such inquiries.	Arrests (without convictions). Recent changes in the law (i.e., “Ban the Box” rule) necessitate consultation with Human Resources prior to such inquiries.
Disability	Whether a candidate could perform essential job functions.	Medical conditions including mental health, current and previous. Prescription drugs. History of rehab or addiction. Worker’s compensation claims. Weight and height. Need for an accommodation prior to making an offer.
Gender	No questions can be asked.	Gender/gender identity or applicant. Physical requirements for position.

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Marital and Family Status	Availability for anticipated work schedules. Offer information of Town/Community resources. If asked, must be asked of all applicants.	Marital status, maiden name, and name of spouse/partner. Number and age of children or childcare arrangements. Pregnancy and future plans to have children. Living arrangements.
Military Service	Service in the U.S. military. Branch of service and rank.	Military records. Military service in other countries. Type of discharge.
National Origin	Languages candidate reads or writes.	Place of birth or citizenship. Parental heritage. Ethnic club/organization affiliation. Native language/how language was acquired.
Race	No questions can be asked.	Questions related to race or color of skin, eyes or hair.
Religion	Anticipated work schedules of all employees. If asked, must be asked of all applicants.	Religious denomination, affiliations, or organizations/societies. Religious beliefs, practices, celebrations, holidays, or customs. Church/place of worship attendance. Requirements for working on religious holidays.
Sexual Orientation	No questions can be asked.	Spouse/partner, heterosexual or homosexual Gender identity.