

**APPENDIX 5-1
GUIDE TO NON-DISCRIMINATORY INTERVIEWING**

It is Discriminatory to Inquire About:

It is not Discriminatory to Inquire About:

Name	The maiden name of a married woman applicant. The original name of an applicant whose name has been legally changed.	
Birthplace	Birthplace of applicant Birthplace of applicant's parents. Birth certificate, naturalization or baptismal certificate.	Applicant's place of residence. Length of applicant's resident in state and/or city where the employer is located.
Creed or Religion	Applicant's religious affiliation, church, parish or religious holidays observed.	
Race or Color	Applicant's race, or color of applicants skin, eyes, hair, etc.	
Photograph	Photographs with application or after interview but before hiring.	
Citizenship	Any and all inquiries into whether applicant is now or intends to become a citizen of the U.S., or any other inquiry related to citizenship.	Whether the applicant is in the country on a visa which permits him to work.
National Origin and Ancestry	Applicant's lineage, ancestry, national origin, descent, parentage, or nationality. Nationality of applicant's parents or spouse.	
Language	Applicant's mother tongue. Language commonly used by applicant at home.	Languages applicant speaks and/or writes fluently.
Relatives	Name and/or address of any relative of applicant.	Names of relatives already employed by the company. Name and address of person to be notified in an emergency.
Military	Applicant's military experience in other than U.S. Armed Forces, National Guard, or Reserve units. Applicants whereabouts in 1914-18, 1941-45, 1950-53. Dates and conditions of discharge.	Military experience in the U.S. Armed Forces.
Organizations	All clubs, social fraternities, societies, lodges, or organizations to which the applicant belongs, other than professional, trade, or service organizations.	Applicant's membership in any unions, professional or trade organization.
References	The name of applicant's pastor or religious leader.	Names of persons willing or proved professional and/or character references for applicant.
Sex and Family Composition	Sex of applicant. Dependents of applicant.	
Arrest Record	The number and kinds of arrests of an applicant.	Numbers and kinds of convictions.
Height and Weight	Any inquiry into height and weight of applicant, except where it is a bona fide occupational requirement.	