



Interviewing Guidelines For Principals Lawful and Unlawful Questions

QUESTIONS BEFORE HIRING	LAWFUL	UNLAWFUL
Name	Name	Any inquiry that would indicate race, color, religion, sex, national origin, handicap, age or ancestry`
Address	Inquiry into place and length of current address	Inquiry into foreign address that would indicate national origin
Age	Any inquiry limited to establishing that applicant meets any minimum age requirements which may be established by law	(a) Requiring birth certificates or baptismal record before hiring (b) Any other inquiry which may reveal whether applicant is at least 40 and less than 70 years of age
Birthplace or National Origin		(a) Any inquiry into place of birth (b) Any inquiry into place of birth of parents, grandparents or spouse (c) Any other inquiry into national origin
Race or Color		Any inquiry that would indicate race or color
Sex		(a) Any inquiry that would indicate sex (b) Any inquiry made of members of one sex but not the other
Religion or Creed		(a) Any inquiry that would indicate or identify religious denomination or custom (b) Applicant may not be told any religious identity or preference of the employer (c) Request pastor's recommendation or reference
Disability	Inquiries necessary to determine applicant's ability to substantially perform specific jobs without significant hazard	Any other inquiry that would reveal disability
Citizenship	Can require proof of citizenship or visa status after offering the position	(a) Asking if native-born or naturalized (b) Requiring proof of citizenship before hiring (c) Asking whether parents or spouse are native-born or naturalized
Photographs	May require for identification purposes	Cannot require photographs before hiring
Arrests and Convictions	Inquiry into convictions for specific crimes related to qualification of the job applied for	Any inquiry that would reveal arrests without convictions



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Education	(a) Inquiry into nature and extent of academic, professional or vocational training (b) Inquiry into language skills, such as reading and writing of foreign languages	(a) Any inquiry that would reveal the nationality or religious affiliation of a school (b) Any inquiry as to what native tongue is or how foreign language ability was acquired
Relatives		Any inquiry about a relative that would be unlawful if made about the applicant
Organizations	Inquiry into organization memberships and offices held, excluding any organizations the name or character of which indicates the race, color, religion, sex, national origin, disability, age or ancestry of its members	Inquiry into all clubs and organization where memberships is held
Military Service	(a) Inquiry into service in U.S. Armed Forces when such service is a qualification for the job (b) Can require military discharge certificate after being hired	(a) Inquiry into military service in armed service of any country but U.S. (b) Request military service records (c) Inquiry into type of discharge
Work Schedule	Inquiry into willingness to work required work schedule	Any inquiry into willingness to work any particular religious holiday
Other	Any question required to reveal qualifications for the job applied for	Any non-job related inquiry that may reveal information permitting unlawful discrimination
References	General personal and work references not relating to race, color, religion, sex, national origin, disability, age or ancestry	Request references specifically from clergy or any other persons who might reflect race, color, religion, sex, national origin, disability, age or ancestry of applicant