

### Hiring Practices (Do's and Don'ts)

Don't	Do
Age	
How old are you?	Are you over the age of 18?
What year were you born?	
Marital/Family Status	
Are you married or do you have a permanent partner?	
How many children do you have?	
Are you pregnant or are planning to be?	
Personal	
How much do you weigh?	Are you able to lift 30 pounds and carry it for 5 feet? (as it pertains to job duties)
How tall are you?	
Do you smoke?	
Do you drink alcohol?	
Disabilities	
Do you have any disabilities?	Are you able to perform the essential functions of this job with or without reasonable accommodations?
Have you had any recent illnesses or operations?	
When did you lose your eyesight/hearing/leg/etc.?	
National Origin/Citizenship	
That's a unique/different name, where does it derive from?	
Where were you/your parents born?	
What is your native language?	Do you have any language abilities that would be helpful in doing this job? (Legal if language is directly relevant to job performance.)
What is your country of citizenship?	Are you authorized to work in the United States?
Are you a US citizen?	
Arrest Record	
Have you ever been arrested?	
Religion	
Do you go to church?	
What is your religion?	