

Table 8-4
INTERVIEW QUESTIONS

Note: Check with legal counsel on the propriety of interview questions under state and federal law.

QUESTION	ACCEPTABLE
Race or color	No.
Arrest record	No, unless job related.
Conviction record	Questions about actual criminal convictions if substantially related to a person's ability or suitability for performing a specific job.
Military service	Military experience or training if job related.
Credit records	None, unless job related.
Religion	Religious organizations can ask applicants their religious affiliation and give preference to applicants who share the organization's religious beliefs.
References	Names of professional and character references, including the applicant's pastor or other religious leader.
Birthplace and residence	Applicant's place of residence, length of residence at that location and prior locations, and location of current employer.
Language	Languages the applicant speaks or writes fluently, if job related.
Name	Whether applicant has worked under a different name if necessary to allow a check of work or education records.
Marital status	Whether the applicant is married, single, divorced, separated, or engaged, if relevant in assessing the applicant's suitability for employment with a religious employer based on doctrinal considerations.
Citizenship	Documentation to establish the applicant's identity and employment eligibility.
Age	None, unless age is a bona fide occupational qualification.
Sex	None, unless sex is a bona fide occupational qualification (such as an applicant for a pastoral position with a church that is doctrinally opposed to the ordination of women).
Family status	If applicant has responsibilities or commitments that prevent him or her from meeting work schedules if asked of all applicants regardless of sex.
Pregnancy	Applicant's anticipated duration of employment, if asked of all applicants.
Child care	None, unless job related and asked of all applicants.
Height and weight	None, unless job related.
Disability	Whether the applicant can perform the essential functions of the job in question.
Organizations	Applicant's membership in professional organizations if job related.
Relatives and friends	Names of applicant's relatives already employed by the employer.
Photographs	None, except after hiring.
Sexual orientation	Many states have enacted laws prohibiting private employers from discriminating in employment decisions on the basis of sexual orientation. Many of these laws explicitly exempt religious employers, usually subject to conditions.