

EDUCATIONAL CAREER SERVICES

In pre-employment interviews or other communications with potential employers, you have rights to protect you from being asked questions that might be used to discriminate against you for non-job related reasons. The Equal Employment Opportunity Commission and the Office of Civil Rights of the Department of Education serve to ensure compliance with these acts and provide information about your legal rights.

These acts are as follows:

- The Equal Pay Act of 1963
- Title VII of the Civil Rights Act of 1964
- The Age Discrimination in Employment Act of 1967
- Title XI of the Education Amendments of 1972
- The Equal Opportunity Act of 1972
- The Rehabilitation Act of 1973

The following are items of information that employers may not inquire about in pre-employment discussions, communications, or interviews with job applicants and information that may *not* be required on application forms. Your job resumes, vitas and application forms need *not* contain this information.

- Marital status and social or living arrangements
- Spouse's profession
- Race, religion, or national origin
 - Any inquiries about place of birth, native language, or club affiliations are generally impermissible
- Age
 - Age may only be asked to establish that you are of age to work

- Financial information
 - Information regarding bankruptcy, car or home ownership, credit rating, Social Security or bank accounts may not be requested.
- Height and weight
 - Questions about height and weight may be asked only if they are necessary requirements for the performance of a job.
- Pregnancy status and childbearing plans
- Number and ages of children
 - Also illegal to request is information about daycare provisions for children.
- Foreign citizenship
 - You may be asked if you are a U.S. citizen, if you intend to remain permanently in the U.S., if you are not a citizen, or if visa or immigration status prohibits you from becoming lawfully employed.
- Academic degrees
 - Information about earned academic degrees may not be required unless they are required of the job.
- Military service and discharge information
- Social activities
 - Information may not be requested regarding membership in social clubs, religious groups, non-professional organizations, or other non-job related groups.
- Handicaps
 - You are not required to disclose information about a handicap you may have. However, you may be invited to indicate this information voluntarily for affirmative action purposes.