

Guidelines for Inquiries During the Search and Screening Process

Topic	May Ask or Request	Do NOT Ask or Request
Name of Applicant	Name of Applicant. Have you ever used another name? Any additional information, relative to a change of name or use of an assumed name, necessary to enable a check of your educational or work record?	What is your birth name? Is this your married name? What is your maiden name?
Age	Law generally requires that you are at least 14 years of age to work in Colorado and are subject to work hour restrictions until age 18. No questions other than meeting these minimum age requirements.	Age, birth date, or any question that might identify the applicant's age, such as high school graduation, etc.
Birthplace/ Citizenship	All offers of employment are contingent upon verification of identity and authorization to work in the United States.	Nationality, ancestry, national origin, parentage of applicant or spouse. Where did you learn another language so well?
Race/Color	None allowed.	Color, race, complexion or color of skin, eyes, hair, ethnicity neither directly nor indirectly.
Convictions	You may inform applicants that DU does criminal background checks on all persons post-job offer / pre-employment.	Never ask if a person has been arrested. Arrests are not convictions.
Residence	What is your address?	Do you own your home? Any roommates?
Sex	None.	Gender, marital status, number or ages of children, or child care arrangements. Are you pregnant or planning a pregnancy? Do you live alone?
Disabilities	Generally, may ask only if the applicant is able to perform all the essential functions of the job with or without reasonable accommodations.	Are you disabled? Medical conditions? How many sick days have you taken? Do you need any accommodations to do the job?
Religion	Are you able to work on the days regularly scheduled for this job?	What is your religion? Does your religion prevent you from working weekends or holidays? Will you need religious accommodations?
Military Service	Only questions about relevant skills, knowledge and abilities during military service.	General questions about military service, such as dates, discharge type, or foreign military service.
Economic Status	None.	Credit ratings, charge accounts, bank accounts, bankruptcy, car ownership, length of residence at address, past garnishments of wages.
Organizations, Societies, and Activities	Ask only job related organizations.	List all organizations, clubs and lodges to which you belong. Questions about membership in non-job related organizations.
National Origin	Ability to write, read and speak English, or another language, if job related.	Ancestry, birthplace of parents or spouse, or native language.
Height/Weight	None. (If you think it's job relevant, clear with HR first.)	Any non-job related questions.
References	Who referred you to this position? Will you provide names of persons willing to provide professional references.	Questions of applicant's former employers or acquaintances that elicit information specifying applicant's color, race, religion, national origin, ancestry, disability, medical conditions, marital status, age or sex, sexual orientation, gender identity or gender expression.
Genetic Information	None.	Questions about genetic tests, the applicant's medical history, their family's medical history.
Family Status, Pregnancy	Are you able to meet all of the job attendance and travel requirements?	Are you married? Your spouse's name. Birth name. Any children? Pregnancy? Childcare arrangements?