

Inappropriate/Illegal Volunteer Interview Questions

Subject	Illegal	Legal If Job Related
AGE	Any question which tends to identify applicants between 40-64 years of age is illegal. EXAMPLE: "Do you remember the 1940 election?"	There is no legal question you can ask regarding this subject during an interview. However, there is a field on the OF 301 volunteer application and the OF 301a volunteer agreement that has been approved by OMB.
CITIZENSHIP	Any of the following questions cannot be asked: Are you a citizen of the United States? Are your parents/ spouse a US citizen? When did you acquire US citizenship? Are you/spouse/ parent native born or naturalized?	There is no legal question you can ask regarding this subject during an interview. However, there is a field on the OF 301 volunteer application and the OF 301a volunteer agreement that has been approved by OMB. You may request documentation to verify citizenship/visa requirements, if the candidate indicates on either form.
NATIONAL ORIGIN	Any of the following questions cannot be asked: What is your national origin? What language is spoken in your home? What is your native language?	There is no legal question you can ask regarding this subject.
RACE/COLOR	You may not ask any question that directly or indirectly relates to race or color.	There is no legal question you can ask regarding this subject. However, there is an optional question regarding ethnicity on the OMB approved OF 301a volunteer agreement.
RELIGION	The following questions cannot be asked: What church do you attend? What religious holidays do you observe?	There is no legal question you can ask regarding this subject.
SEX	You may not ask any question which inquires as to one's gender. For example: What are your plans regarding having children in the near future? Do you mind having a male/ female supervisor? Can you work with a group of men/ women?	There is no legal question you can ask regarding this subject.
MARITAL STATUS/FAMILY	Any of the following questions cannot be asked: Are you married? Divorced? Widowed? With whom do you live? Do your children live with you? What ages are your children? Is your husband/ wife in the military?	There is no legal question you can ask regarding this subject.
EDUCATION	You may not ask questions that specifically ask the nationality, racial, or religious affiliation of a school; the candidate's education level in general, if not related to the position being filled.	You may ask questions concerning a candidate's academic, vocation, or professional education as long as it pertains to requirements related to the position being filled.

ORGANIZATIONAL AFFILIATION	You may not ask the following question: To what organization, societies and clubs do you belong?	You may ask questions related to this subject if they are related to the volunteer position being filled and how the candidate's participation in the organization may fulfill the requirements.
POLICE RECORD	Do not ask: Have you ever been arrested?	If the job being filled has special requirements (i.e., bonding), you may ask a question such as: In order to fill this job, you must be bonded. Is there any problem that this presents?
WORK SCHEDULE/ TRAVEL	Do not ask any questions that relate to child care, ages of children or other non job-related areas.	If the position being filled has special requirements (i.e., travel, overtime, unusual hours, etc.) these conditions may be stated. For example: In this position you would have to travel 1 week in every month. Does this present a problem to you?
MILITARY DISCHARGE	The following question may not be asked: Were you honorably discharged from military service?	There is no legal question you can ask regarding this subject.
ECONOMIC STATUS	The following questions may not be asked: Do you have a good credit rating? Do you have any trouble with bills/collection agencies?	There is no legal question you can ask regarding this subject.
PERSONAL PLANS	The following question may not be asked: Do you have plans to live in this area long?	There is no legal question you can ask regarding this subject.
MISCELLANEOUS	You should not ask any question that is not position related or necessary for determining a candidate's possession of required skills.	You may notify the candidate that statements, misstatements or omissions of significant facts may be cause for non-selection.

Reference: <http://CPOL.army.mil/library/permis/6744.html> PERMISS Category: Recruitment and Placement Program