

**Division of Human Resources****Director of Equity and Title IX Coordinator****Equal Employment Opportunity and Affirmative Action Officer**

Office: 973-655-4234

Fax: 973-655-7210

SUBJECT	PROHIBITED	PERMITTED
Age	Age, birth certificate, other inquiries relating to date of high school or college graduation	NONE
Arrest and Conviction Record	Any inquiry related to arrests.	Inquiries about convictions reasonably related to performing the job in question AFTER applicant has been interviewed.
Citizenship	Any inquiry about citizenship or whether the applicant is or intends to become a US citizen.	Whether the applicant is legally eligible to work in the US and if they will require sponsorship.
Creed, Affiliation	Any inquiry related to applicant's private organizational or political affiliations	NONE
Disabilities	Any inquiry about the existence, nature or severity of a disability.	Applicants may generally be asked about their ability to perform specific job functions with or without accommodations.
Education	Whether or not the applicant is a high school graduate.	Inquiries regarding degrees, coursework or equivalent experience relevant to a particular job.

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Family, Marital, Civil Union, Domestic Partnership Status	Any inquiry related to applicant's status or number of dependents.	Questions about whether or not applicant can meet specific work requirements such as specific work schedule, travel, attendance. Ask all applicants
Memberships, Organizations	Any inquiry about membership in an organization which reflects religion, national origin, race, gender, or applicant age.	Questions about membership in any trade, or professional organizations unless membership would indicate religion, national origin, race, sex, age, or marital status.
Military Service	(a) Military experience other than US Armed Forces; (b) National Guard or Reserve Unit; (c) Dates, conditions, type of discharge.	(a) Military experience in US Armed Forces only when used for employment history; (b) Whether applicant has received any notice to report for Armed Forces duty.
Name	Inquiries to determine national origin, ancestry or marital status.	Whether applicant has ever worked under a different name. Whether any other information, such as a nickname, is needed to check applicant's work and educational record.