

## Good Practice Regarding Requests for Personal Information Recruitment & Selection Process

Subject	Acceptable Questions	Unacceptable Questions	Further Information
1. Name	Family names, first name	Questions which would reveal marital status e.g. maiden and \ or married names	Previous names if required for e.g. criminal conviction (by HR), reference check or educational credential check may be obtained after selection (but prior to hire)
2. Address	Present mailing address and phone number		Previous addresses (by HR) as required for e.g. criminal convictions may be obtained for checking purposes.
3. Age	Inquiry as to whether the applicant has reached the minimum working age.	Inquiry about the applicant's age or date of birth. Requests for birth certificate or baptismal record. Inquiries about when the applicant plans to retire.	Inquiries as to age may be made after selection (e.g. for pension registration purposes).
4. Sex ( Including pregnancy and sexual orientation)		Any inquiry as to sex or sexual orientation any inquiry as to whether applicant is pregnant or plans to have children	Information regarding spouse\ children and or dependants required for benefit and pension plans may be obtained after selection

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5. Marital or family status	Applicants may be asked about his \ her ability to travel or relocate or availability for shift, <u>if required for the job in question</u>	<p>Inquiries as to marital status of applicant.</p> <p>Request that the applicant indicate Mr.(), Mrs (), Miss ()</p> <p>Any inquiry about the applicants spouse</p> <p>Inquiry as to number of children or child care arrangements.</p> <p>Inquiry as to whether the applicant is pregnant or plans to have children.</p>	
6. Physical characteristics \ state of health	Inquiries about the existence of any physical or mental conditions that may affect the applicants ability to perform the job in question or which should be taken into consideration in determining job assignment	<p>Inquiries about height, weight or physical characteristics, which have no direct relationship to ability to perform the job I question. Inquiries about medical condition or mental disorder.</p> <p>Inquiries about use of alcohol or drugs</p>	Applicants may be required to complete a medical examination, after selection, as a condition of employment (e.g. for specific jobs or because specific concern raised in R&S process and approved via HR).

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7. Religion or creed	Inquiry as to willingness to work a specified work schedule (though reasonable accommodation may be required)	Inquiries about religious affiliations or willingness to work on specific religious holidays	
8. National or Ethnic Origin, Place of Origin	Inquiry as to whether the applicant is legally entitled to work in the UK	<p>Any inquiry as to birth place, nationality of relatives, date citizenship received</p> <p>Any inquiry as to ethnic or national origin, e.g. birth certificate, first language</p>	HR will ask for documentary proof (e.g. visa number, work permit EU citizenship ) of eligibility to work in UK <b>after</b> selection decision is made
9. Criminal Convictions		Inquiry about previous arrests, criminal convictions or pardoned offences. (See further information column.)	Inquiries about record of offences including verification of pardon, made for all positions (by HR) and Disclosure Scotland inquiries for all positions covered by Act.
10. Previous Work experience	<p>Inquiries about previous positions.</p> <p>Requests for name and address of previous employers</p>	Any questions pertaining to the candidates private life or activities of a personal private nature	