

Checklist

Job Application Form Questions Checklist

n your job application form, are your questions regarding these topics legal or illegal:

	Legal		Illegal		
	•	Yes No		Yes	No
Name	What is your full name?		What is your maiden name?		
	Have you ever worked for this organization under a different name?		Do we need any additional information regarding you to check your work history?		
Address	How long have you been a resident of this city or state?		Where were you born?		
			Will you submit a birth certificate?		
Age	Are you 18 years old or older?	00	How old are you?		
			What is your birth date?		
Religion	What is your religious denomination?		Which religious holidays do you observe?		
Marital Status	Is your spouse employed by this organization?	00	Are you married?		
	Does your spouse work?		Do you have any children?		
National Origin	Which language do you speak and write fluently?		What nationality are you?	0	
			What nationality are your parents or spouse?		

BLR Audit Checklists

Application Forms

Checklist

	Legal		Illegal		
	1	es No		Yes	No
Education	What is your academic and vocational history?				
Work Experience			What is your work history?	О	
Arrests	Have you ever been convicted of a crime?	d	Have you ever been arrested but not convicted?		
	Are there any felony charges pending against you?				
Citizenship	Are you a citizen of the United States?		These questions can only be asked as part of the the I-9 process:		
			Which country are you a citizen of?		
			When did you become a citizen of this country?		
			Will you show us your naturalization papers?		
Organiza- tions	Are you a member of any organizations (excluding those with names that indicate race, color, religion, ancestry, or national origin of members)?		What are the names of any organizations you belong to?		