Non-Discrimination Guidelines



| Subject | You may not ask | You may ask |
|----------------------------------|---|--|
| Race or colour | About complexion and colour of skin | |
| Religion or creed | About an applicant's religious affiliations or denominations. | |
| National origin | About an applicant's lineage, ancestry, national origin, descent, parentage, or nationality. Nationality of applicant's parents or spouse. What is your first language? | Are you legally able to work in New Zealand? |
| Sex | A pre-employment enquiry as to sex on an application form. | |
| Marital status | Are you married? What are the ages of your children, if any? | Do you have a partner, spouse, or relative working for a competitor? |
| Age | How old are you? What is your date of birth? | |
| Disability | Do you have a disability? Have you ever been treated for any of the following diseases? Has any member of your family ever had any of the following diseases? Have you had an AIDs test? | Do you have any impairments physical or mental which could affect your ability to do the job? Have you had any prior injuries or accidents which could interfere with your ability to perform the job for which you have applied? |
| Address or duration of residence | | Applicant's place of residence. How long are they a resident of this city? |
| Birthplace | Birthplace of the applicant. Birthplace of applicant's parents, spouse, or other close relatives. | |



| Subject | You may not ask | You may ask |
|-----------------------------|---|--|
| Name | Original name of an applicant whose name has been changed by court order or otherwise. If you have ever worked under another name, state name and dates. | Have you ever worked for this company under a different name? Is any additional information relating to change of name, use of an assumed name, or nickname necessary to enable a check on your work record? If yes, explain. |
| Photograph | An applicant to affix a photograph to employment form at any time before hiring or at their option. | |
| Citizenship | Of what country are you a citizen? Whether an applicant is a naturalised or a native-born citizen; the date when the applicant acquitted citizenship. That an applicant produces naturalisation papers or first papers. | Are you legally entitled to work in New Zealand? |
| Language | How the applicant acquired ability to read, write, or speak a foreign language. | Do you speak/read/write any language other than English which could help you in your job? |
| Experience | | About applicant's work experience and enquire into countries applicant has visited. |
| Relatives | Names, addresses, ages, number, or other information concerning applicant's children or other relatives not employed by the company. | What are the names of any relatives or friends already employed by this company? |
| Notice in case of emergency | | Name and address of person to be notified in case of accident or emergency. |

The above are examples of questions that may or may not be asked but is not exhaustive. **NB**: It is easy to ask the wrong questions in the 'ice breaking' portion of the interview.