

**Voluntary Self-Identification of Race, Ethnicity and Gender**

We are an Affirmative Action, Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran or military status, or any other legally protected status. The purpose of this Employee *EEO* *Self-Identification Form* is to comply with federal government record-keeping and reporting requirements. Periodic reports are made to the government on the following information. The data you provide on this form will be kept confidential and used solely for analytical and reporting requirement purposes. This form is processed and maintained separately from your personnel file and is not used to make decisions about the terms and conditions of employment. Completion of this form is optional and voluntary. We appreciate your assistance.

Name:

Date of Application:

Job Title:

Last 4 of Social Security:

**Gender:**

(Please check one of the options below)

 Male

 Female

**Race/Ethnicity:**

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

 Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

 White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

 Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

 Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

 Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

 Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

 Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

 I do not wish to disclose.

**Voluntary Self-Identification of Disability**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**Disability:**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

|  |  |  |  |
| --- | --- | --- | --- |
| * Blindness
 | * Autism
 | * Bipolar disorder
 | * Post-traumatic stress disorder (PTSD)
 |
| * Deafness
 | * Cerebral palsy
 | * Major depression
 | * Obsessive compulsive disorder
 |
| * Cancer
 | * HIV/AIDS
 | * Multiple sclerosis (MS)
 | * Impairments requiring the use of a wheelchair
 |
| * Diabetes
* Epilepsy
 | * Schizophrenia
* Muscular dystrophy
 | * Missing limbs or partially missing limbs
 | * Intellectual disability (previously called mental retardation)
 |
|  |   |   |  |

Please check one of the boxes below:

 Yes, I have a disability

 No, I do not have a disability

 I do not wish to answer

Name:

Date:

**Voluntary Self-Identification of Veteran Status**

This employer is a Government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs of Veterans’ Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment:

1. Disabled veterans;
2. Recently separated veterans;
3. Active duty wartime or campaign badge veterans; and
4. Armed Forces service medal veterans.

These classifications are defined as follows:

* A “**disabled veteran**’ is one of the following:
	+ A veteran of the U.S. military, ground, naval or air service who is entitles to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
	+ A person who was discharged or released from active duty because of a service- connected disability.
* A “**recently separated veteran**” mean any veteran during the three-year period beginning on the date of such veterans discharge or release from active duty in the U.S. military, ground, naval, or air service.
* An “**active duty wartime or campaign badge veteran**” means a veteran who served on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans’ may have addition rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed services, you may have be entitled to be

reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified “protected veteran” category. If you believe you belong to any of the categories of protected veterans’ listed above, please indicate by checking the appropriate box below.

**I belong to the following classifications of protected veterans (choose all that apply):**

 Disabled Veteran

 Recently Separated Veteran

 Active Wartime or Campaign Badge Veteran

 Armed Forces Service Medal Veteran

 I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

 I am NOT a protected Veteran.

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed

Employee Name:

Position: Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_