

VOLUNTARY SELF-IDENTIFICATION (APPLICANT)

AFFIRMATIVE ACTION EMPLOYER REQUIREMENT

Separate immediately from
Applicant File

REQUIRED:

Name _____ Phone _____

Address _____

Job applied for, or your specific skill area: _____

The U.S. government requires us to request this information from job applicants.

Your name and contact information is required.

VOLUNTARY INFORMATION:

You may volunteer, but you are NOT REQUIRED, to tell us your ethnicity, race or gender. The information is used to study efforts to attract diverse pools of qualified applicants and ensure equal employment opportunity.

We do not send your response to the government. We report only group totals. However, it may be viewed by federal auditors or other officials. This is NOT part of your employment file. Hiring is always based on individual job qualifications. The law prohibits quotas, preferences or any consideration of your sex, race or ethnicity in employment decisions.

We invite you to **VOLUNTARILY** identify yourself in the categories below, now or at any time in the future. If you decline, it will not subject you to adverse treatment.

1. GENDER: _____ Male _____ Female

2. ETHNIC AND RACIAL BACKGROUND (Please answer both a. and b. if applicable)

a. Hispanic or Latino? () Yes () No

If you selected "No", please also consider volunteering the following:

b. Racial Background - Non-Hispanic:

() White/Caucasian, Non-Hispanic or Latino

() Black or African American, Non-Hispanic or Latino

() Asian, Asian American Non-Hispanic or Latino

() Native Hawaiian or Other Pacific Islander, Non-Hispanic or Latino

() American Indian/Alaska Native, Non-Hispanic or Latino

() 2 or more races, Non-Hispanic or Latino

Please note that these categories are set by the U.S. government, not by the employer.

____ I decline to answer. **Please sign and return this form even if you do not answer.**

Please sign here: _____

Date _____

Employer Use Only:

EEO-1 Occup: 1.1 = Top/Executive Managers, 1.2 = All other managers/supervisors, 2 = Professionals, 3 = Technicians, 4 = Sales, 5 = Adm. Support/ Clerical, 6 = Skilled Crafts, 7 = Operators, 8 = Labor, 9 = Service (guards, janitors)

EEO-4 Occup: 1.1 = Top/Executive Managers, 1.2 = All other managers/supervisors, 2 = Professionals, 3 = Technicians, 4 = Protective Services, 5 = Paraprofessional, 6 = Admin. Support/ Clerical, 7 = Skilled Crafts, 8 = Operators, 9 = Labor,

JOB GROUP CODE: _____

If current opening, job applied for: _____

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____ For reporting purposes only, visual observations for ethnicity will be used where an individual did not voluntarily disclose his or her ethnicity [insert visually observed ethnicity]: _____