

Voluntary Affirmative Action and Veteran Status Data

PLEASE NOTE: Completion of this form is voluntary.

We consider all applicants for positions without regard to race, color, religion, sex, national origin, sexual orientation, citizenship, age, mental or physical disabilities, veteran, or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To comply with requirements regarding government recordkeeping, reporting, and other legal obligations that may apply, we request that you complete this form. Providing this information is **STRICTLY VOLUNTARY**. Not providing it will not subject you to any negative personnel decision or action. Your cooperation is appreciated.

To be completed by applicant on a voluntary basis. Not for interview purposes. File separately from application.

Applicant Information

Name _____ Phone () _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Male Female Position applied for _____ Date ____/____/____

Referral source:

- Government employment agency Private employment agency Current employee
 Walk-in School Relative
 Other _____ Advertisement in _____

Person who referred you, if applicable _____

Please select one of the following Equal Employment Opportunity Identification Groups:

- Hispanic or Latino White (not Hispanic or Latino) Asian (not Hispanic or Latino)
 Native Hawaiian/Other Pacific Islander (not Hispanic or Latino) Black/African American (not Hispanic or Latino)
 Native American/Alaskan Native (not Hispanic or Latino) Two or more races (not Hispanic or Latino)

Veteran Status Information

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for 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 entitled 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" means any veteran during the three-year period beginning on the date of such veteran's 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 during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving 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 additional 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 service, you may 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.

If you believe you belong to any of the categories of protected veterans listed on front page, please indicate by checking the appropriate box below. As a government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I identify as one or more of the classifications of protected veteran listed above I am not a protected veteran

Applicant's signature _____

APPLICANT: Only complete this section if you have received an offer of employment.

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):

- | | | |
|--|----|---|
| <input type="checkbox"/> Disabled veteran | OR | <input type="checkbox"/> I am a protected veteran, but I choose not to self-identify the classifications to which I belong. |
| <input type="checkbox"/> Recently separated veteran | | <input type="checkbox"/> I am NOT a protected veteran. |
| <input type="checkbox"/> Active-duty wartime or campaign-badge veteran | | |
| <input type="checkbox"/> Armed forces service medal 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.

Applicant's signature: _____ Date: ____/____/____

For Administrative Use

NOTE: Applicant must complete above section after a job offer has been made, but before beginning work.

Position(s) applied for _____ Current opening No current opening

Other position(s) considered for _____

Hired? No Yes Hire date ____/____/____ Position hired for _____

Position classification:

- | | |
|--|---|
| <input type="checkbox"/> Executive/senior-level officials and managers | <input type="checkbox"/> Service workers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Operatives |
| <input type="checkbox"/> First/mid-level officials and managers | <input type="checkbox"/> Craft workers |
| <input type="checkbox"/> Administrative support workers | <input type="checkbox"/> Sales workers |
| | <input type="checkbox"/> Technicians |
| | <input type="checkbox"/> Laborers and helpers |

Annual Salary:

- | | |
|--|--|
| <input type="checkbox"/> \$19,239 and under | <input type="checkbox"/> \$62,920 - \$80,079 |
| <input type="checkbox"/> \$19,240 - \$24,439 | <input type="checkbox"/> \$80,080 - \$101,919 |
| <input type="checkbox"/> \$24,440 - \$30,679 | <input type="checkbox"/> \$101,920 - \$128,959 |
| <input type="checkbox"/> \$30,680 - \$38,999 | <input type="checkbox"/> \$128,960 - \$163,799 |
| <input type="checkbox"/> \$39,000 - \$49,919 | <input type="checkbox"/> \$163,800 - \$207,999 |
| <input type="checkbox"/> \$49,920 - \$62,919 | <input type="checkbox"/> \$208,000 and over |

Additional notes _____

Completed by _____ Date ____/____/____

To be filed separately from employment application.