

Memorandum for: Applicants

Voluntary Request for EEO Information

This information is requested of all applicants on a voluntary basis. This company is a government contractor. As a result of this coverage, we must comply with Federal and State Equal Employment Opportunity record keeping and reporting requirements. To respond to these obligations, we must request the following information. PLEASE NOTE: Submission of this information is **VOLUNTARY** and refusal to provide it will not subject you to any adverse action. The information you give us will be kept **CONFIDENTIAL** and away from your employment application. The information may only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. When reported, data will not identify any specific individual.

Name: _____ Job Applied for: _____

I decline this opportunity respond to the questions listed below: _____

GENDER

Male Female

RACE/ETHNICITY - PLEASE CHOOSE ONE OF THE FOLLOWING:

American Indian or Alaskan Native: A person having origins in any of the peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: 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.

Black or African American: A person having origins in any of the black racial groups of Africa.

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

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Two or More Races: A person having origins in two or more of the above classifications

Are you a U.S. Citizen? Yes No

Do you wish to declare yourself as mentally or physically disabled? Yes No

(If yes, please answer below.)

Description of Disability:

Skill or procedures you use or would intend to use to perform the job in spite of the disability

Accommodation which could be made that would enable you to perform the job properly and safely:

Information regarding any disability will be kept confidential except that supervisor may be informed regarding any restrictions on the potential work assignments or duties. Government officials investigating compliance laws and regulations may be informed.

MILITARY SERVICE:

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. If you meet the definitions as described below under veteran status, please check one of the four (4) boxes:

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 above, please indicate by checking the appropriate box above and 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

Signature:

Date: