

Company Name: \_\_\_\_\_

### APPLICANT DATA FORM

This voluntary survey assists us in complying with government record keeping, reporting, and other legal requirements. Government agencies require periodic reports on the sex and race of employees, under certain circumstances. We make periodic reports to the federal government regarding the data below. Your completion of this form is optional. If you choose to volunteer the requested information, please note that this form is kept in a Confidential File and is not a part of your personnel file.

Your cooperation is voluntary. Inclusion or exclusion of any data will not affect any employment decision.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_

Check one (Gender):  Male  Female

Check one (Ethnicity):  Hispanic or Latino

OR

- Black or African American (not Hispanic or Latino)
- Two or More Races (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- White (not Hispanic or Latino)
- Native Hawaiian or other Pacific Islander (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)  
Enrollment #: \_\_\_\_\_
- I decline to disclose

Check all applicable (Veteran Status):  I am **NOT** a protected veteran

I **AM** a protected veteran with a **discharge/release date** of \_\_\_\_\_

Check appropriate **protected veteran**:

- Active Duty Wartime or Campaign Badge Veteran  Disabled Veteran
- Armed Forces Service Medal Veteran  Vietnam Era Veteran
- Special Disabled Veteran  Reservist

I decline to disclose my protected veteran classification

Our Company is an equal employment opportunity employer, and we do not discriminate on the basis of race, color, religion, sex, national origin, age, veteran, disability, or any other similarly protected status. This form will be kept confidential and used only in accordance with applicable laws and regulations. When reported to the government in a statistical format, the data will not identify any specific individual. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

## Affirmative Action Race/Ethnicity Definitions

**American Indian or Alaskan Native:** A person with origins in any of the original peoples of North America and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.

**Asian:** A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, Japan, Korea, the Philippine Islands, Malaysia, Pakistan, Thailand, and Vietnam.

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

**Black/African-American:** A person, not of Hispanic origin, with origins in any of the black racial groups of Africa.

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

**Two or More Races (Not Hispanic or Latino):** A person who identifies with more than one of the above five races.

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

## Affirmative Action Veteran Status Definitions

**Protected Veteran:** means a veteran who is protected under the nondiscrimination and affirmative action provisions of the Vietnam Veterans' Readjustment Assistance Act, 38 U.S.C. 4212; specifically a veteran who may be classified as an active duty wartime or campaign badge veteran, disabled veteran, Armed Forces service medal veteran, or recently separated veteran,

- **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.

- **Armed Forces Service Medal Veteran** - means any 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 (61 FR 1209, 3 CFR, 1996 Comp., p. 159).

- **Disabled Veteran** - means (1) 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 (2) A person who was discharged or released from active duty because of a service-connected disability.

- **Recently Separated Veteran** - means a 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.