

# Affirmative Action Voluntary Information

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard 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 be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. 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.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

PLEASE PRINT

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_\_

## Referral Source

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Walk-in                      | <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Employee                     | <input type="checkbox"/> Relative                     | <input type="checkbox"/> School                    |
| <input type="checkbox"/> Advertisement - Source _____ | <input type="checkbox"/> Other _____                  |  |

Name of person who refereed you (if applicable) \_\_\_\_\_

## Applicant Information

Name \_\_\_\_\_ Telephone(\_\_\_\_\_) \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP

- ☐ Female ☐ Male ☐ Non-Binary/Transgender/Gender Non-Conforming ☐ Do not wish to answer

## Please check one of the following Equal Employment Opportunity Identifications:

- |   |  |   |                                |
|---|--|---|--------------------------------|
| <input type="checkbox"/> White (not of Hispanic origin)             | <input type="checkbox"/> Black or African American                 | <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Asian |
| <input type="checkbox"/> American Indian/Alaskan Native             | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |   |                                |
| <input type="checkbox"/> Two or more races (not Hispanic or Latino) |  |   |                                |

## For Administrative Use Only

Position applied for ☐ Available ☐ Not Available

Other position considered for \_\_\_\_\_

Hired ☐ Yes ☐ No

Position hired for \_\_\_\_\_ Date of hire \_\_\_\_\_

From the EEO job classifications listed below, which one best describes the position filled?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Officials and Managers (Executive/Senior Level) | <input type="checkbox"/> Officials and Managers (First/Mid level) |   |
| <input type="checkbox"/> Sales Workers                                   | <input type="checkbox"/> Operatives (semi-skilled)                |   |
| <input type="checkbox"/> Professionals                                   | <input type="checkbox"/> Office and Clerical Workers              | <input type="checkbox"/> Laborers (unskilled) |
| <input type="checkbox"/> Technicians                                     | <input type="checkbox"/> Craft Workers (skilled)                  | <input type="checkbox"/> Service Workers      |

Notes \_\_\_\_\_

Completed By \_\_\_\_\_ Date \_\_\_\_\_