

FORM A

**Applicant
Voluntary Self-Identification**

NAME: Last First Middle Initial

We are gathering the following information not for employment decisions but for recordkeeping in compliance with Federal regulations. This information will be kept separate from your Employment Application. Your responses are strictly voluntary and will help in developing and monitoring our Affirmative Action Program.

Information provided will be kept confidential except that government officials investigating compliance will be informed.

If you choose not to answer any questions, you will not be subject to adverse treatment. If you choose not to "self-identify," however, we are required under Federal regulations to maintain *sex, race and ethnicity* information on the basis of visual observation or personal knowledge. If you do not wish to furnish this information, please initial and date below.

Initials

Date

SEX: Male Female

ETHNICITY/RACE:

Below are two questions, the first is about your ethnicity and the second about your race. You are to answer both questions. In answering the second question, you may select one or more races. The summarized information is reported to the Federal government for civil rights enforcement and monitoring purposes. For these purposes, if you mark "Yes, Hispanic or Latino", your race will not be reported. The summarized information on race will be reported in the following categories only:

1. White
2. Black or African American
3. Asian
4. Native Hawaiian or Other Pacific Islander
5. American Indian or Alaska Native
6. Two or More Races. If you select more than one race, you will be reported to the Two or More Races category. For example, if you select Black and American Indian or Alaska Native, you will be reported in the Two or More Races category.

Question 1 – ETHNICITY

Are you Hispanic or Latino?

- No, not Hispanic or Latino**
 Yes, Hispanic or Latino

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

Question 2 – **RACE:**

What is your race? Select one or more of the following five race categories.

- White**
A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American**
A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander**
A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian**
A person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaskan Native**
A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races**
All persons who identify with more than one of the above five races.

SIGNATURE OF APPLICANT _____

DATE _____

FORM B

Voluntary Self-Identification

NAME: Last	First	Middle Initial
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We are gathering the following information not for employment decisions but for recordkeeping in compliance with Federal regulations. This information will be kept separate from your Employment Application. Your responses are strictly voluntary and will help in developing and monitoring our Affirmative Action Program.

Information provided will be kept confidential except that (1) supervisors and managers may be informed regarding work restrictions of special disabled veterans and disabled individuals, and regarding necessary accommodations; (2) first aid safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (3) government officials investigating compliance will be informed.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 and the Jobs for Veterans Act of 2003 (JFVA) require the Government contractors and subcontractors to take affirmative action to employ and advance in employment qualified disabled veterans, Vietnam era veterans, recently separated veterans and other protected veterans. The Rehabilitation Act of 1973 requires Government contractors and subcontractors to take affirmative action to employ and advance in employment qualified disabled individuals.

The Company supports equal employment opportunity/affirmative action in all aspects of employment including, but not limited to, applicants, promotions, training and retention. The Company establishes and monitors affirmative action goals and takes proactive measures throughout the year to advance these goals and to insure equal employment opportunity for all.

If you are a disabled veteran, a veteran of the Vietnam era or a disabled individual, we would like to include you under our Affirmative Action Program. If you are disabled veteran or a disabled individual, it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations. You may voluntarily self-identify yourself as eligible to benefit under the Company's Affirmative Action Program immediately and/or at any time in the future.

If you choose not to answer any questions, you will not be subject to adverse treatment. If you choose not to "self-identify," however, we are required under Federal regulations to maintain information on disabled individuals via visual observation or personal knowledge. If you do not wish to furnish this information, please initial and date below.

INITIALS

DATE

VIETNAM-ERA VETERAN: Are you a veteran of the Vietnam era? A veteran of the Vietnam era means a veteran, any part of whose active U.S. military, naval, or air service who: (1) served on activity duty for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from, with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 through May 7, 1975, or (3) served on active duty for more than 180 days, any part of which occurred in the Republic of Vietnam between February 28, 1961 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or (4) served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Yes No

RECENTLY SEPARATED VETERANS: Are you a recently separated veteran? A recently separated veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty. Yes No

OTHER PROTECTED VETERAN: Are you an other protected veteran? An other protected veteran means a veteran who served on military, ground, naval or air service of the United States on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Yes No

DISABLED VETERAN: Are you a disabled veteran? A disabled veteran means (1) a veteran 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 Department of Veterans Affairs for a disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability. Yes No

DISABLED INDIVIDUAL: Are you a disabled individual? A disabled individual means any person who (1) has a physical or mental impairment that substantially limits one or more major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. Yes No

Do you have any limitations due to your disability that may affect your ability to satisfactorily perform the position which for you have applied? Yes No

If YES, please explain:

Are there any accommodations we could make that would enable you to perform the job properly and safety? Yes No

If YES, please explain:

SIGNATURE

DATE