

Office of Human Resources

The following information is required for record keeping in compliance with Federal regulations. Your responses will help in developing and monitoring our Affirmative Action Plan and diversity initiatives. Information provided will be kept confidential except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and disabled individuals, and regarding necessary accommodations, (2) safety and security 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.

SEX

Male Female

RACE/ETHNICITY

Please check one or more of the following categories to identify your race/ethnicity. The federal government does not currently gather data for multi-racial/multi-ethnic reporting. If you choose more than one, please circle the one that you want the College to use for federal reporting purposes:

- Alaska Native or Native American** – a person with origins in the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.
- Asian** – a person with origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Bangladesh, Cambodia, China, India, Japan, Korea, Myanmar (Burma), Malaysia, Pakistan, the Philippine Islands, Sri Lanka (Ceylon), Thailand, Tibet, Vietnam and Laos.
- Black** – a person with origins in any of the black racial groups of Africa.
- Hispanic** – a person of Cuban, Mexican, Puerto Rican, Dominican, South American, or other Spanish cultural origin, regardless of race.
- White** – a person with origins in any of the original peoples of Europe, the Middle East or North Africa.

YOUR RESPONSE TO THE FOLLOWING INFORMATION REQUEST IS VOLUNTARY

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, was during the period August 5, 1964, through May 7, 1975, who (1) served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service-connected disability.

No Yes

SPECIAL DISABLED VETERAN

Are you a Special Disabled Veteran? A Special 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 Veterans Administration 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 under Section 1506 of Title 38, U.S.C., to have a serious employment disability or (2) a person who was discharged or released from active duty because of a service-connected disability.

No Yes

PERSON WITH A DISABILITY

Do you have any limitations due to your disability that may affect your ability to satisfactorily perform the position for which you have been hired?

No Yes If Yes, please explain: _____

Are there any reasonable accommodations which we could make to enable you to perform the job properly and safely?

No Yes If Yes, please explain: _____

EMPLOYEE SIGNATURE

DATE

EMPLOYEE PRINT NAME