

# Affirmative Action Voluntary Information

Completion of information below is voluntary.

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

- Walk-in  Government Employment Agency  Private Employment Agency  
 Employee  Relative  School  
 Advertisement – Source \_\_\_\_\_  Other \_\_\_\_\_

Name of person who referred you IF APPLICABLE \_\_\_\_\_

## Applicant Information

Name \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Male  Female

## Please check one of the following Equal Employment Opportunity Identification Groups:

- American Indian / Alaskan Native  Hispanic / Latino (White race only)  White  Black / African American  
 Native Hawaiian / Other Pacific Islander  Hispanic / Latino (all other races)  Asian

## For Administrative Use Only

Position(s) applied for  Available  Not Available  Other

Other positions 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?

- Officials and Managers  Sales Workers  Operatives (semi-skilled)  
 Professionals  Office and Clerical Workers  Laborers (unskilled)  
 Technicians  Craft Workers (skilled)  Service Workers

Notes \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_