

## Voluntary Affirmative Action Information

*Our Company is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.*

*In an effort to help us comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.*

### VOLUNTARY INFORMATION – Please Print

|   |   |
|---|---|
| <b>NAME (optional) (Last, First, M.I.):</b> | <b>Social Security Number (optional):</b> |
|---|---|

|   |  |                                       |                                   |  |   |                                   |                           |   |                    |                   |       |  |        |  |  |
|---|--|---------------------------------------|-----------------------------------|--|---|-----------------------------------|---------------------------|---|--------------------|-------------------|-------|--|--------|--|--|
| <b>Position(s):</b>   | <b>Date of Hire:</b>   |                                       |                                   |  |   |                                   |                           |   |                    |                   |       |  |        |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;"><b>Check One:</b></td> <td style="padding: 5px;"><b>Check One (Race/Ethnic Group):</b></td> </tr> <tr> <td style="padding: 5px; text-align: center;">Male</td> <td style="padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">White</td> <td style="width: 33%; padding: 5px;">American Indian or Alaskan Native</td> </tr> <tr> <td style="padding: 5px;">Black or African American</td> <td style="padding: 5px;">Native Hawaiian or Other Pacific Islander</td> </tr> <tr> <td style="padding: 5px;">Hispanic or Latino</td> <td style="padding: 5px;">Two or More Races</td> </tr> <tr> <td style="padding: 5px;">Asian</td> <td></td> </tr> </table> </td> </tr> <tr> <td style="padding: 5px; text-align: center;">Female</td> <td></td> </tr> </table> | <b>Check One:</b>  | <b>Check One (Race/Ethnic Group):</b> | Male                              | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">White</td> <td style="width: 33%; padding: 5px;">American Indian or Alaskan Native</td> </tr> <tr> <td style="padding: 5px;">Black or African American</td> <td style="padding: 5px;">Native Hawaiian or Other Pacific Islander</td> </tr> <tr> <td style="padding: 5px;">Hispanic or Latino</td> <td style="padding: 5px;">Two or More Races</td> </tr> <tr> <td style="padding: 5px;">Asian</td> <td></td> </tr> </table> | White                                     | American Indian or Alaskan Native | Black or African American | Native Hawaiian or Other Pacific Islander | Hispanic or Latino | Two or More Races | Asian |  | Female |  |  |
| <b>Check One:</b>   | <b>Check One (Race/Ethnic Group):</b>  |                                       |                                   |  |   |                                   |                           |   |                    |                   |       |  |        |  |  |
| Male  | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">White</td> <td style="width: 33%; padding: 5px;">American Indian or Alaskan Native</td> </tr> <tr> <td style="padding: 5px;">Black or African American</td> <td style="padding: 5px;">Native Hawaiian or Other Pacific Islander</td> </tr> <tr> <td style="padding: 5px;">Hispanic or Latino</td> <td style="padding: 5px;">Two or More Races</td> </tr> <tr> <td style="padding: 5px;">Asian</td> <td></td> </tr> </table> | White                                 | American Indian or Alaskan Native | Black or African American  | Native Hawaiian or Other Pacific Islander | Hispanic or Latino                | Two or More Races         | Asian                                     |                    |                   |       |  |        |  |  |
| White   | American Indian or Alaskan Native  |                                       |                                   |  |   |                                   |                           |   |                    |                   |       |  |        |  |  |
| Black or African American   | Native Hawaiian or Other Pacific Islander  |                                       |                                   |  |   |                                   |                           |   |                    |                   |       |  |        |  |  |
| Hispanic or Latino  | Two or More Races  |                                       |                                   |  |   |                                   |                           |   |                    |                   |       |  |        |  |  |
| Asian   |  |                                       |                                   |  |   |                                   |                           |   |                    |                   |       |  |        |  |  |
| Female  |  |                                       |                                   |  |   |                                   |                           |   |                    |                   |       |  |        |  |  |

**Special Employment Notice:** *If you are a veteran you are invited to volunteer this information which will be treated as confidential. The veteran information is requested in accordance with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA).*

**I belong to the following classifications of Protected Veterans (choose all that apply):**

**Disabled Veteran** – a veteran of the U.S. military, ground, naval or air service who is entitled to compensation under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

**Recently Separated Veteran** – any 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.

**Active Duty Wartime or Campaign Badge Veteran** – any veteran who served on active duty in the U.S. military ground, naval or air service during a war or 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** – Veterans who, while serving on active duty in the Armed Forces, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

**I am a Protected Veteran, but I choose not to identify the classification to which I belong.**

**I am NOT a Protected Veteran.**

**I do not want to self-identify.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_