

# AFFIRMATIVE ACTION SURVEY

**EQUAL OPPORTUNITY EMPLOYER.** All hiring, promotion practices, and other terms and conditions of employment shall be maintained and conducted in a manner which does not illegally discriminate on the basis of age, race, creed, political or religious affiliation, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during nonworking hours.

The following information is needed to complete various government reports and implement Affirmative Action programs to monitor and prevent discrimination on the basis of age, race, creed, color, disability, sex, national origin, or ancestry. The information furnished on this form will not and legally cannot be used adversely against an applicant for employment, except that age, sex, and physical or mental ability may be considered when relevant to the position for which you are applying.

**This document will not be kept with the employment application. It shall be maintained as a confidential record of the Affirmative Action Officer.**

**Please note that this information is provided on a voluntary basis. If you object to furnishing the information, simply sign and date the form. Any false information on this form will be treated as false statements on the application form.**

**Please Print Legibly in Ink or Type**

<b>POSITION APPLIED FOR:</b>	<b>TODAY'S DATE:</b>
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<b>Applicant's Full Name:</b>	
<b>Date of Birth:</b> <u>    /    /    </u> MM / DD / YYYY	<b>Sex:</b> <b>Male</b> <b>Female</b>

<b>DISABILITY STATUS</b>
An individual is considered disabled if he/she : 1. has a physical impairment which substantially limits one or more major life activities; 2. has a record of such impairment; or 3. is regarded as having such impairment.
<b>Disabled?      Yes      No</b> <b>If yes, nature and/or severity of disability:</b>

<b>ETHNICITY &amp; RACE</b>
We maintain, collect, and present data on race and ethnicity for Federal statistical purposes, program administrative reporting, and civil rights compliance reporting. In 1997, new reporting standards were issued by the Federal Government. They established two separate categories of Ethnicity and Race. With respect to ethnicity, the standards provide for the collection of data on whether or not a person is of "Hispanic or Latino" culture or origin. With respect to race, the standards require agencies to provide an opportunity for individuals to select one or more races when responding to agency requests for data on race. The 1997 standards emphasize self-reporting or self-identification as the preferred method for collecting data on race and ethnicity. The following responses are based on your own self-perception and/or self-identification.
<b>Please answer BOTH questions 1 and 2.</b>
<b>1. ETHNICITY</b> <b>Are you of Hispanic or Latino culture or origin?</b> <i>Mark ONLY ONE</i> <b>NO, not Spanish, Hispanic, or Latino</b> <b>YES, Hispanic or Latino:</b> a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**ETHNICITY & RACE** (continued)

*Please also answer question 2.*

**2. RACE**

*Mark ONE OR MORE*

**American Indian or Alaska 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.

**Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, or other Asian country.

**Black or African American:** a person having origins in any of the original black racial peoples of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

**Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**HOW DID YOU HEAR ABOUT THIS VACANCY?**

**Newspaper Ad**    **Name of Newspaper:**

**Web Site:**    **Web Address:**

**Job Board**

**City Employee**    **Name of Employee:**

**Walk-in visit**

**Job Posting at a City facility**

**Other, please specify:**

**SIGNATURE**

**Date:** \_\_\_\_\_    **Signature:** \_\_\_\_\_