

Affirmative Action Form

Our Family Services is an Equal Opportunity Employer. As required by law, we must record information for our Affirmative Action Program and to meet government reporting requirements regarding employing Veterans and persons with disabilities. It is helpful for us if you complete the information below, but you are under no obligation to. You may also choose to respond later. Responses will remain confidential within the HR Department and will be used only for the necessary information to include in our Affirmative Action Program and to complete mandatory government reports. Thank you for your cooperation.

Section 1: General Applicant Information

Name: Date:

Position(s) Applied For:

Section 2: Please check all that apply (see reverse for definitions)

Race or Ethnic Identity	Gender	Veteran Status
<p><i>I self-identify as:</i></p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> White (not Hispanic or Latino)</p> <p><input type="checkbox"/> Black or African American (not Hispanic or Latino)</p> <p><input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino)</p> <p><input type="checkbox"/> Asian (not Hispanic or Latino)</p> <p><input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino)</p> <p><input type="checkbox"/> Two or More Races</p>	<p><i>I self-identify as:</i></p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Other</p>	<p><i>I am a:</i></p> <p><input type="checkbox"/> Recently Separated Veteran</p> <p><input type="checkbox"/> Vietnam Era Veteran</p> <p><input type="checkbox"/> Special Disabled Veteran</p> <p><input type="checkbox"/> Armed Forces Service Medal Veterans</p> <p><input type="checkbox"/> Other Protected Veteran</p>
Other		
<p><input type="checkbox"/> I do have a disability (you don't need to identify which one)</p> <p><input type="checkbox"/> I do not have a disability</p> <p>Disabilities include but are not limited to:</p> <ul style="list-style-type: none"> • Blindness • Deafness • Cancer • Diabetes • Epilepsy • Autism • Cerebral Palsy • HIV/AIDS • Schizophrenia • Muscular dystrophy • Bipolar disorder • Major depression • Multiple sclerosis (MS) • Missing Limbs or partially missing limbs • Post-traumatic stress disorder (PTSD) • Obsessive compulsive disorder • Impairments requiring the use of a wheelchair • Intellectual disability 		

I do not wish to Self-Identify

Please note: According to 41 CFR 60-741.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.

According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis:

1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans.

EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

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

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino): 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, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Individual with Disabilities: Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

Veteran of the Vietnam-Era: Means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

Special Disabled Veteran: Means (i) a veteran of the U.S. military, ground, naval or air service 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 under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.

Other Protected Veteran: Includes any veteran who served on active duty in the U.S. military, ground, navel or air service in a war, campaign or expedition in which a campaign badge has been authorized under laws administered by the Department of Defense.

Recently Separated Veteran: Any 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.

Armed Forces Service Medal Veteran: Includes any veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which a service medal was awarded pursuant to Executive Order 12985.