



Memorandum for: Applicants for Employment

From: Human Resources Dept.

Subject: Request for EEO Information

This employer is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, this employer invites employees to **VOLUNTARILY** self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be **CONFIDENTIAL** and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Name: _____ Job Applied for: _____

Male Female

Military Service:

Vietnam Era Veteran: Served on active duty for more than 180 days between August 5, 1964 and May 7, 1975.

Other Veteran - See attached list.

Race/Ethnicity - Please choose one of the following:

American Indian or Alaskan Native: A person having origins in any of the original peoples of North, Central and South 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, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

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

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

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

Two or More Races: All persons who identify with more than one of the five races identified above.

Signature: _____ Date: _____