



## Equal Employment Opportunity Self-Identification Form

Austin Task, Inc. is subject to certain governmental recordkeeping and reporting requirements for the federal administration of the civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily provide (or refuse to provide) the information in the form below. Should you choose to voluntarily self-identify, it will not subject you in any way to adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that will require the information to be summarized and reported to the federal government for civil rights enforcements. When reported, data will not identify any specific individual. We also comply with government regulations including but not limited to affirmative action responsibilities as required the Vietnam Era Veterans Readjustment Act of 1974 and Veterans Employment Opportunities Act (VEOA) of 1998. This data is for periodic government reporting and will be kept in a CONFIDENTIAL FILE separate from the Application for Employment. Applicants and employees are considered for all positions, and employees are treated during employment without regard to race, color, religious creed, ancestry national origin, age, sex, marital status, sexual orientation, medical condition, disabilities; furthermore, this organization does not discriminate against employees or potential employees who will need to take a pregnancy leave or a family medical care leave. We comply with all government regulations and affirmative action responsibilities. Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation. Refusal to provide this information will not subject you to adverse treatment.

**This data is for periodic government reporting and will be kept in a confidential file separate from the Application for Employment. PLEASE PRINT**

Last Name: \_\_\_\_\_, First Name: \_\_\_\_\_, Middle Name: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source:  Advertisement  Friend/Relative  Walk-in  Employment Agency  Other

Address		Apartment/Unit #
City	State	ZIP
Phone	Alternate Phone	

### AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a disability is voluntary.

**I DO NOT WISH TO SELF-IDENTIFY**

Check one: \_\_\_\_\_ Male \_\_\_\_\_ Female

Check one of the following Race/Ethnic Group:

- 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.
- Race missing or unknown** - Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.



## VETS Self Identification Form

This company is also subject to 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), which requires Government contractors to take affirmative action to employ and advance in employment veterans in the following classifications:

- A “disabled veteran” is one of the following:
  - 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 Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means 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.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

*The Department of Labor permits organizations that meet specific requirements to complete a VETS-100A report each year. Completion of this data is **voluntary** and will not affect your opportunity for employment or terms or conditions of employment. This form will be used for VETS-100A reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department.*

Please return completed forms to the Human Resources Department.

### Completion of this data is voluntary:

- (a) workers and applicants are under no obligation to respond, but may do so in the future if they choose;
- (b) responses will remain confidential within the human resources department; and
- (c) responses will be used only for the necessary information to include in our Veterans 100 Report. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment..

Position employed in or applied for: \_\_\_\_\_

### Section 2: Veteran Status

Please check all that apply (see below for definitions)

- Identify as one or more of the classifications of protected veteran listed above
- I am not a protected veteran
- I do not wish to self-identify

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## VOLUNTARY SELF-IDENTIFICATION OF DISABILITY

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>i</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- 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 (previously called mental retardation)

### Please check one of the boxes below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

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

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

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment

<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.