

AFFIRMATIVE ACTION VOLUNTARY INFORMATION

(Completion of Information Below is Voluntary)

As an Equal Opportunity Employer, we do not discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, veteran status, or any other classification protected by federal, state, or local law. As a federal contractor, we comply with government regulations and affirmative action responsibilities where applicable.

To be completed by the applicant on a voluntary basis. This form is not for interview purposes and will be filed separately from the application.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decisions or actions. Your cooperation is appreciated.

Please be advised that this survey is NOT a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

PLEASE PRINT

Position(s) applied for _____ Date _____

Your name _____

Last First Middle

Address _____

Street City State Zip

() Male () Female Home Phone: (____) _____ Cell Phone: (____) _____

REFERRAL SOURCE:

Name of person who referred you (if applicable): _____

- () Government Employment Agency () Employment Agency () Virginian Pilot () Employment Weekly
() Employee () School () Relative () Job Fair () Internet () Daily Press
() Other _____

PLEASE CHECK ONE OF THE FOLLOWING EQUAL EMPLOYMENT OPPORTUNITY IDENTIFICATION GROUPS:

- () White {not of Hispanic or Latino origin} () Black {not of Hispanic or Latino origin} () Asian {not Hispanic or Latino}
() American Indian / Alaskan Native () Two or more races {not Hispanic or Latino}
() Hispanic or Latino () Native Hawaiian or other Pacific Islander {not Hispanic or Latino}

*****FOR ADMINISTRATIVE USE ONLY*****

Position(s) applied for: [] Available [] Not Available Hired: [] Yes [] No Date of Hire: _____

Other positions considered for: _____ Position hired for _____

From the EEO job classification listed below, which one best describes the position filled:

- () Officials and Managers () Sales Workers () Operatives {semi-skilled} () Professional () Technicians
() Craft Workers {skilled} () Office and Clerical Workers () Laborers {unskilled} () Service Workers

Notes:

Completed by: _____ Date: _____