

Affirmative Action Information

Optional Information for Government Monitoring and Reporting Purposes Only

Regulations of the Washington State Human Rights Commission impose restrictions on the handling of optional ethnic data for governmental monitoring purposes. WAC 162-12-160, (2) provides in part: Data on race, creed, color, national origin, sex, or marital status shall not be recorded on any paper which is kept in the applicant's personnel file, nor shall such data be kept in any other place where it is available to those who process the application. Records that identify the race, etc, of a particular person shall be kept confidential, except to the extent necessary to permit the compilation of statistics, and to permit verification of the statistics by top management of the employer, or by the Washington State Human Rights Commission or other concerned governmental agencies. WAC 162-12-170 provides, in part, that a form asking for ethnic data must clearly inform the applicant of the reasons asking for this information. This employer is considered a Government Contractor, subject to E.O. 11246, as amended, Section 503 of the Rehabilitation Act of 1972, and 38 USC 2012, the Viet-Nam Era Veterans Readjustment Assistance Act of 1974. To meet government reporting regulations, applicants are requested to complete this data sheet. This information will be used solely for government reporting purposes. It will not be used as a selection criteria and will be treated as personal and confidential and will be kept in a separate file. Your voluntary cooperation will be appreciated. You are under no obligation to complete this form. However, should you choose not to provide the information, the interviewer is required by law to provide this data by visual observation of the applicant.

Dear Prospective Employee:

This institution is an Equal Opportunity Employer. We ask your cooperation with our Affirmative Action Program. We are required by federal law to maintain statistics on the ethnic background, veteran status, sex, and disabilities of applicants for employment. We appreciate your cooperation by voluntarily providing this information. Please be specific.

As stated in the above excerpt, you are under no obligation to complete this Affirmative Action section, However, should you choose not to provide the information, the interviewer is required by law to provide this data by visual observation of the applicant. Information will be kept confidential and in accordance with federal regulations, will only be used for government reporting purposes. When reported, specific data will not identify any specific individual.

Name: _____ Gender: _____ Female _____ Male

Ethnic Background: (Please Select One)

_____ Hispanic or Latino: All persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture regardless of race.

If not of Hispanic or Latino origin, please select from one of the following:

_____ American Indian Or Alaskan Native All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

_____ Asian : All persons having origins in any of the original people 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.

_____ Native Hawaiian or Other Pacific Islander : All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ Black or African American : All persons having origins in any of the Black racial groups of Africa.

_____ White : All persons having origins in any of the people of Europe, North African , or the Middle East.

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

If you are a disabled individual, a disabled veteran, or a Vietnam era veteran and would like to be considered under our affirmative action program, please provide the following information:

_____ Qualified Disabled Individual: 1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, or 2) has a record of such impairment or 3) is regarded as having such impairment, and 4) is capable (qualified) of performing a particular job with reasonable accommodation to his/her disability.

_____ Special Disabled Veteran: i) a veteran of the U.S. military, ground, navel, 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 or more, or (B) rated at 10 or 20 % in the case of a veteran who has been determined under Section 38 USC 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.

_____ Veteran of the Vietnam era: a person who: (i) served on active duty in the U.S. Military, ground, navel 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, navel, 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, in any other location.

_____ Recently Separated Veteran's: 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.

_____ Other Protected Veterans': veterans who served on active duty in the U.S. military, ground, navel or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.