

## Affirmative Action Voluntary Information

Completion of this form is Voluntary

**We consider all applicants for positions without regard to race, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran status, and all other characteristics protected by law. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.**

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from the application form.

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

**INSTRUCTIONS:** Please print all answers

**Position applying for:**

**Date:**

### REFERRAL SOURCE

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Walk In           | <input type="checkbox"/> Company Website | <input type="checkbox"/> Employment Agency |
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> Relative        | <input type="checkbox"/> School            |
| <input type="checkbox"/> Employee Referral |  | <input type="checkbox"/> Other             |

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Male  Female

Refer to the end of the document for definitions of these ethnicity and race categories.

**Ethnicity:**(identify one ethnicity category)

- Hispanic or Latino  
 Non-Hispanic or Latino

**Race:**(identify one or more categories)

- |  |                                    |  |
|--|------------------------------------|--|
| <input type="checkbox"/> American Indian or Alaska Native        | <input type="checkbox"/> Asian     | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Native Hawaii or Other Pacific Islander | <input type="checkbox"/> Caucasian |  |

Questions?

Call (301)-772-7600, Monday-Friday between 8:30 am and 5:00 pm

## DEFINITIONS

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### **ETHNICITY CATEGORIES:**

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

Non-Hispanic or Latino- A person that is not Hispanic or Latino.

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### **RACE CATEGORIES:**

American Indian or Alaskan Native- a person having origins in and of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - a person having origins in and 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 group of Africa. Terms such as 'Haitian' or 'Negro' can be used in addition to 'Black or African American'.

Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Caucasian - Persons having origins in any of the original peoples of Europe, North Africa, or Middle East (not of Hispanic origin).

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