



**POST-EMPLOYMENT SELF-IDENTIFICATION**

**EMPLOYEE NAME:** \_\_\_\_\_ **UIN:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

Our Company is a federal contractor subject to various federal laws, regulations, and Executive Orders. As a federal contractor we are committed to affirmative action: to afford equal opportunity for employment and advancement in employment to qualified individuals regardless of their race, color, religion, sex, national origin, age, disability, veteran status, political affiliation, sexual orientation, genetic information, gender identity or any other basis prohibited by law. Information submitted will be kept confidential as required under applicable federal and/or state laws. Should you decide not to self-identify at this time, you may do so at any time in the future.

**Gender** - Check one:  I do not want to identify  Male  Female

**Race/Ethnicity** - Check one:

- I do not want to identify.
- Hispanic or Latino
- White  Black/African American
- Native Hawaiian/Pacific Islander  Asian
- American Indian/Alaskan Native  Two or more Races

**Veteran Status** - Check all that apply (*see reverse side for Veteran Status Definitions*):

- I do not want to identify
- Not a veteran  Armed Forces Service Medal Veteran
- Active Duty Wartime or Campaign Badge Vet  Other Protected Veteran
- Active Reserve  Recently Separated Veteran (within 1 year)
- Disabled Veteran Discharge Date\_ /\_ /\_
- Inactive Reserve  Retired Veteran

**Disability Information – Consider Essential Job Function Limitations**

What is the nature of your impairment? (Check all that apply.)

- I do not want to identify
- Not applicable
- Learning Disability
- Attention Deficit/Hyperactivity Disorder
- Psychological Impairment
- Visual Impairment
- Hearing Impairment
- Mobility Impairment
- Chronic Health Disorder
- Other\_ \_\_\_\_\_

Briefly describe the ways in which your impairment may affect your ability to perform the duties of your position, and indicate any accommodations you are requesting.

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.....

Employee Signature: \_\_\_\_\_ Date: \_

## Veteran Status Definitions:

(  ) **Disabled Veteran**

Either (1) 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 (2) a person who was discharged or released from active duty because of a service-connected disability.

(  ) **Recently Separated Veteran**

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.

**Discharge Date (mm/dd/yyyy) :** \_\_\_\_/\_\_\_\_/\_\_\_\_

(  ) **Armed Forces Service Medal Veteran**

Any 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. (For the current list of military operations for which an Armed Forces Service Medal was awarded, visit

<http://www.opm.gov/staffingportal/vgmedal2.asp> - Appendix A.

(  ) **Active Duty Wartime or Campaign Badge Veteran**

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.

(For the current list of campaigns and expeditions for which a campaign badge was authorized, visit

<http://www.opm.gov/staffingportal/vgmedal2.asp> - Appendix A.

## WRITTEN AFFIRMATIVE ACTION COMPLIANCE PROGRAM

The Contractor certifies that if it has 50 or more employees and if it anticipates sales to us in connection with government contracts of \$50,000 or more, it will develop a written affirmative action compliance program for each of its establishments consistent with the rules and regulations published by the Department of Labor in 41 Code of Federal Regulations (hereinafter referred to as "C.F.R.") 60-2.

## EE0-1 REPORT

The Contractor certifies that if it has 50 or more employees and if it anticipates sales to us in connection with Government contracts of \$50,000 or more, it will file Standard Form 100 entitled: "Equal Employment Opportunity Employer Information Report EEO-1" as required by 41 C.F.R. Section 60-1.7.

## EMPLOYMENT OF THE DISABLED

Pursuant to Section 503 of the Rehabilitation Act of 1973, and under 41 C.F.R. 60-741, the affirmative action clause set forth in section 741.4 of the regulations is considered to be included in every federal contractor subcontract exceeding \$10,000.

Therefore, unless exempt, the Contractor certifies that it will take affirmative action to employ and advance in employment any qualified disabled individual, defined as "Any individual who has a physical or mental disability which for such individual constitutes or results in a substantial disability to employment."

The Equal Opportunity Clause may be put into subcontracts by reference, but only by citing the Equal Opportunity Clause in the regulations and including the following sentences in bold text: **This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a).**

**This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.**

The Contractor further certifies that it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$2,500 covering the procurement of personal property and non-personal services (including construction).

## EMPLOYMENT OF PROTECTED VETERANS

41 C.F.R. 60-300 contains a clause required in every Federal invitation to bid or contract for \$100,000 or more for the procurement of personal property and non-personal services (including construction), and every subcontract entered into in carrying out such contract, The clause which is included herein by reference (and which should be referred to in its entirety), requires among other things, that all suitable employment openings of the Contractor which exist at the time of the execution of the contract and those which occur during the performance of the contract, including those not generated by the contract and those occurring at an establishment of the Contractor other than the one wherein the contract is being performed but excluding those of independently operated corporate affiliates, shall be offered for listing at an appropriate local office of the State employment service system wherein the opening occurs and to provide such reports to such local office regarding employment openings and hires as may be required. The Contractor agrees to and certifies that it is in compliance with the above provision and that it will place it in any subcontract of \$100,000 or more directly under this contract. Further, if required, the Contractor will annually file a VETS-4212 Report.