



FORM

Voluntary Ethnicity, Race, and Gender Self-Identification

How to Use This Form:

This form is for employers with more than 100 employees that are not subject to affirmative action regulations. This form should be offered to employees after they are hired. It is a voluntary self-identification form and is the preferred method of gathering race and gender information needed for the annual EEO-1 report. If an employee elects not to identify his or her race and/or gender, the employer is required to use its best guess based on visual observation or information contained in personnel files.

Important Notice:

The information provided herein is general in nature and designed to serve as a guide to understanding. These materials are not to be construed as the rendering of legal or management advice. If the reader has a specific need or problem, the services of a competent professional should be sought to address the particular situation.

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VOLUNTARY SELF-IDENTIFICATION FORM

This employer is subject to governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, this employer invites employees to voluntarily self-identify their race, ethnicity and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any 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 require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS YOUR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR PERSONNEL FILE.

PLEASE PRINT

Name _____ Date _____

Last

First

Middle

Position _____

ETHNICITY:

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

RACE: (You may mark one or more of the following):

- White**—Not of Hispanic Origin. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American** – Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Asian**- Not of Hispanic Origin. 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 Alaskan Native** – Not of Hispanic Origin. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Native Hawaiian or Other Pacific Islander** – Not of Hispanic Origin. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More Races** – Not of Hispanic Origin. All persons who identify with more than one of the above five races
- I elect not to identify

Sex: Male Female

Signature _____