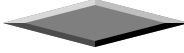


# FINANCIAL CENTER

## VOLUNTARY SURVEY



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Name (optional)

Date

Our Company is required by law to maintain an affirmative action program and collect information regarding the race, sex, national origin, disability, or veteran status of applicants. To assist us in our governmental record-keeping requirements, we would appreciate your completion of this data form. **Your cooperation is voluntary. The information supplied will be kept confidential.** If you choose to volunteer the requested information, the data will be physically separated from the remainder of the job application before the application is considered for possible employment. The information will be kept in a confidential file separate from your application for employment.

**CHECK ONE:**

**Gender:**

Male  Female

**RACE:**

White  Hispanic  American Indian/Alaskan Native  
 Black  Asian/Pacific Islander

**Recruitment Source:**

Publication (please specify) \_\_\_\_\_

Referral \_\_\_\_\_

Other, please specify \_\_\_\_\_

**Please print and return this form to Human Resource**

## INVITATION TO SELF IDENTIFY

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In accordance with the Americans With Disabilities Act, Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (as amended) which required Government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, qualified special disabled veterans, and the veterans of the Vietnam era.

If you are an individual with a disability, a special disabled veteran, or veteran of Vietnam era and would like to be considered under the affirmative action program, please tell us by completing the form on the next page. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information will assist us in placing you in an appropriate position and in making reasonable accommodations if you have a disability. Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by OFFCP or the American with Disabilities Act may be informed. The information provided will be used only in ways that are not inconsistent with Section 503 of the Rehabilitation Act, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The affirmative action program insures that the Financial Center's personnel processes provides for careful, thorough, and systematic consideration of the job qualification of individuals with disabilities, special disabled veterans, and veterans of the Vietnam Era for job vacancies filled by promotion, and for all training opportunities offered or available. To the extent that physical or mental job qualification requirements screen out or tend to screen out individuals with disabilities, special disabled veterans, or veterans of the Vietnam Era in the selection of employees for changes in employment status, such as promotion or training, the Financial Center assures that the requirements are job-related and consistent with business necessity and the safe performance of the job. Reasonable accommodations will be made to the known physical or mental limitations of qualified individuals with disabilities and special disabled veterans unless the accommodation would impose an undue hardship on the operation of the business. In addition, the Financial Center has developed and implemented procedures to ensure that individuals with disabilities, special disabled veterans, and veterans of the Vietnam Era are not harassed because of their disability or veteran status.

Again, if you would like to be considered under the affirmative action program, please tell us by completing the form on the next page and returning the form to Human Resources.

# SELF- IDENTIFICATION FORM

## Invitation to Self – Identify

It is the policy of the Company to take Affirmative Action to seek to employ, and advance in employment, qualified females, minorities, individuals with a disability, Special Disabled Veterans, Vietnam Era Veterans, and other eligible veterans. Submission of the following information, pursuant to federal regulations, including Executive Order 1126, is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information provided will used only for affirmative action planning purposes and will NOT be kept with your application for employment.

Name: \_\_\_\_\_

### Person with a Disability

The term "disability, with Respect to the Americans with Disabilities Act, refers to an individual who has:

- a. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- b. A record of such an impairment; or
- c. Being regarded as having such an impairment

### Vietnam Era Veteran

A Vietnam Era Veteran is a person who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge; (2) was discharged or released from active duty for a service connected disability of any part of such active duty was performed between August 5, 1964 and May 7, 1975; or (3) served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.

### Special Disabled Veteran

A special disabled veteran is a person who is entitles to compensation under laws administered by the Department of Veterans Affairs for disability rated at 30% or more; or, rated at 10 or 20%, if it has been determined that the individual has a serious employment disability; or, a person who was discharged or released from active duty because of a service connected disability.

### Other Eligible Veteran

Other eligible veterans include those veterans who served in a campaign or expedition for which a campaign badge, service medal, or expeditionary medal has been awarded. If you need clarification on the campaigns or expeditions which meet this criterion, please ask. If you have internet access, the information necessary to make this determination can be found at <http://www.opm.gov/veterans/html/vgmedal2.htm>

If you are an individual with a disability or special disabled veteran, it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (ii) the reasonable accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other reasonable accommodations.

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