

# AFFIRMATIVE ACTION DATA RECORD

Employees are treated during the hiring process and employment without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government recordkeeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. **Please note:** YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

**(PLEASE PRINT)**

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)				Social Security Number	

## REFERRAL SOURCE:

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Employee	<input type="checkbox"/> Relative	<input type="checkbox"/> Private Employment Agency
<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Government Employment Agency	<input type="checkbox"/> Other

## COMPLETE ONLY THE SECTIONS BELOW THAT HAVE BEEN CHECKED

<input type="checkbox"/> Current Job
Birthdate <input type="checkbox"/> Male <input type="checkbox"/> Female
Gender:
Ethnic Origin: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____ <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander
Check If Any Of The Following Are Applicable: <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Disabled Individual

— Office Use Only —

Position(s) Applied For Is Open: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date ____ / ____ / ____
Position(s) Considered For: _____	
HIRED - Position: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Start Date ____ / ____ / ____

## EMPLOYMENT ANALYSIS REGISTER

Gender:	_____
Race:	_____
Disability:	_____
Other:	_____
Referral Source:	_____
EEO1 Category:	_____
Disposition:	_____

_____	_____
Signature of Applicant	Date

This Affirmative Action Data Record is for general use throughout the United States. ResourceOne™ assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

FOR POST HIRE USE ONLY