



MONROE COUNTY ROAD COMMISSION

Affirmative Action Voluntary Self-Identification Form

The Monroe County Road Commission is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are a company that values diversity and considers applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected class. Refusal to provide this information will have no bearing on your Application and will not subject you to any adverse treatment.

How did you hear of our opening?

- Current Employee
 Newspaper Ad
 Employment Agency
 MCRC website
 Internet Ad
 Walk-In
 Other-name of source:

Section 1: General Applicant Information

Name:

Date: _____/_____/_____

Position applied for:

Section 2: Race/Ethnicity

Check the box that corresponds to the category that best identifies your race/ethnicity. If you check the "two or more races" box, please check all boxes that identify your race/ethnicity.

Race/Ethnic Category	Definition
<input type="checkbox"/> Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
Not Hispanic or Latino	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> Asian	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.
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
<input type="checkbox"/> Two or more races (Not Hispanic or Latino)	All persons who identify with more than one of the above five races.
<input type="checkbox"/> Do not wish to identify	All persons not wishing to self-identify race/ethnicity.

Section 3: Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Section 4: Veteran Status

If you choose to identify your veteran status, the information you provide will be used for statistical purposes only and will not affect your employment in any way.

Veteran Status	Definition
<input type="checkbox"/> Vietnam Era Veteran	A person who: 1) served on active duty in the U.S. military, ground, naval, or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed (a) in the Republic of Vietnam between 2/28/61 and 5/7/75, or (b) between 8/5/64 and 5/7/75, in all other cases; 2) or was discharged or released from active duty in the U.S. military, ground naval, or air service for a service connected disability if any part of such active duty was performed (a) in the Republic of Vietnam between 2/28/61 and 5/7/75, or (b) between 8/5/64 and 5/7/75, in any other location.
<input type="checkbox"/> Special Disabled Veteran	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 Dept. of Veterans' Affairs for a disability – a) rated at 30% or more; b) rated at 10 or 20% in case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap; or c) a person who was discharged or released from active duty because of service connected disability.
<input type="checkbox"/> Other Eligible Veteran	Veterans 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, a service medal, or an expeditionary medal has been authorized. To identify campaign or expeditions that may meet this criteria, you may visit the following website: www.opm.gov/veterans/htm/vgmedal12.htm or send an email to othervets@vets100.com to request a copy of the list.
<input type="checkbox"/> Newly Separated	Any veteran who served on active duty in the U.S. military, ground, naval or air service during the past one-year period, beginning on the date of such veteran's discharge or release from active duty.
<input type="checkbox"/> Not Applicable	

**Note: According to 41 CFR60-250.42, there are only 2 circumstances an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis: 1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or 2) the invitation is made pursuant to a Federal, State or local law requiring affirmative action for special disabled veterans.*

5. Disability Status**

If you choose to identify your disability status, the information you provide will be used for statistical purposes only and will not affect your employment in any way.

Disability Status	Definition
<input type="checkbox"/> Individuals with Disabilities	A person who has a disability if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. A handicap is “substantially limiting” if it is likely to cause difficulty in securing, retaining or advancing in employment because of the disability(s).

***Note: According to 41 CFR 60-741.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis: 1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or 2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.*