



## Voluntary Invitation to Self Identify

**For Applicants who have been made an offer of Employment or Employees ONLY**

**(This form is Optional for you to complete)**

Cal. State L.A. University Auxiliary Services, Inc. is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Employees are invited to participate in the Affirmative Action Program by reporting their status as individual with a disability, special disabled veteran, and veteran of the Vietnam era, other eligible veteran, recently separated veteran or Armed Forces Service Metal Veteran. In extending this invitation you are also advised that: (a) workers are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your employment and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

**Section 1: General Information**

<b>Name:</b>	<b>Date</b> ____/____/____
<b>Position Title:</b>	
<b>Supervisor or Manager:</b>	

**Section 2: Please check (  ) all that apply (See second page for definitions)**

<b>Race or Ethnic Identity</b>	<b>Gender</b>	<b>**Veteran Status</b>
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) <input type="checkbox"/> Two or More Races (not Hispanic or Latino)	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Special Disabled Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Other Protected Veteran <input type="checkbox"/> Recently separated veteran <input type="checkbox"/> Armed Forces Service Medal Veteran
		<b>**Other</b>
		<input type="checkbox"/> Individual with Disability <input type="checkbox"/> Yes, I am an individual with a disability and I wish to request a reasonable accommodation. <input type="checkbox"/> Please contact me to discuss my request for a reasonable accommodation.

**I do not wish to Self-Identify Signature:** \_\_\_\_\_

<i>For Human Resources Use Only:</i>	<i>Requisition #</i>	<i>Job Group</i>
--------------------------------------	----------------------	------------------

[\*\*Editors 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.

According to 41 CFR 60-250.42, there are only two circumstances under which 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.]

## **EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES**

### **Hispanic or Latino**

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

### **White (Not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### **Black or African American (Not Hispanic or Latino)**

A person having origins in any of the black racial groups of Africa.

### **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

### **Asian (Not Hispanic or Latino)**

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 Alaska Native (Not Hispanic or Latino)**

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.

### **Two or More Races (Not Hispanic or Latino)**

All persons who identify with more than one of the above five races.

**Individual with a disability** (under ADAAA) means any person who:

- has an impairment that substantially limits one or more major life activities
- a record of such an impairment, or
- being regarded as having such an impairment
- includes any impairment that is episodic or in remission if it would substantially limit a major life activity when active
- prohibits consideration of the ameliorative effects of "mitigating measures" when assessing whether an impairment substantially limits a person's major life activities, with one exception

**"Veteran of the Vietnam era"** - a veteran of the U.S. military, ground, naval, or air service, any part of whose service was during the period August 5, 1964 through May 7, 1975, who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty because of a service-connected disability. "Vietnam era veteran" also includes any veteran of the U.S. military, ground, naval, or air service who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.

**"Special disabled veteran"** - a person who is entitled to compensation under laws administered by the Department of Veterans Affairs for a disability rated at 30 percent or more; or, rated at 10 or 20 percent, 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.

**"Disabled veteran"** - a veteran who served on active duty in the U.S. military ground, naval, or air service and is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to disability compensation) under laws administered by the Secretary of Veterans Affairs, or was discharged or released from active duty because of a service-connected disability.

**"Recently separated veteran"** - any veteran who served on active duty during the three-year period beginning on the date of such veteran's discharge or release from active duty<sup>[5]</sup>.

**"Other protected veteran"** - any other 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.

**"Armed Forces Service Medal Veteran"** - a 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 (61 Fed. Reg. 1209).