



# VOLUNTARY AFFIRMATIVE ACTION FORM

Stark County Park District is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are 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 advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

In an effort to help us comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

## Section 1: General Applicant Information – Please complete

Applicant Name:		Date:	
Position Applied for:			

## Section 2: Referral Source – Please check one

- ☐ Referred by current employee      ☐ Internet Ad (other than PES/SRC company web site ad)      ☐ PES/SRC Internal Posting  
☐ Direct Recruit by PES/SRC      ☐ Employment Agency      ☐ Newspaper Ad      ☐ Job Fair      ☐ Open House  
☐ School      ☐ Walk-In      ☐ Other (name of source): \_\_\_\_\_

## Section 3: Applicant Affirmative Action Data – Please complete

A. **Gender** – Check ONE box:

<input type="checkbox"/> Male <input type="checkbox"/> Female
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B. **Race/National Origin** – Check the box below that corresponds to the category that best identifies your race/ethnicity. **IMPORTANT:** If you check the “Two or more races” box, please also check ALL boxes that identify your race/ethnicity. For example: If you identify yourself as Asian and Black, you would check 3 boxes – one for Black, one for Asian and one for Two or more races.

Race/Ethnic Category	Definition of Category
<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.
<b>NOT Hispanic or Latino</b>	
<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

**C. Veteran Status\*** - Please check all boxes below that apply. Identification of veteran status is essential for effective affirmative action data collection and analysis. If you choose to identify your veteran status, the information you provide will be used for statistical purposes only and will not effect your employment in any way.

<b>Veteran Status*</b>	<b>Definition</b>
<input type="checkbox"/> Vietnam Era Veteran	<b>Veteran of the Vietnam Era:</b> A person who (I) 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 February 28, 1961 and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; <b>OR</b> ; (II) 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 February 28, 1961 and May 7, 1975; or (B) between August 5, 1964 and May 7, 1975, in any other location.
<input type="checkbox"/> Special Disabled Veteran	<b>Special Disabled Veteran:</b> 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 Department of Veterans' Affairs for a disability – a) rated at 30% or more; b) rated at 10 or 20% in the 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	<b>Other Protected Eligible Veteran:</b> 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 campaigns or expeditions that may meet this criteria, you may visit the following website: <a href="http://www.opm.gov/veterans/html/vgmedal12.htm">www.opm.gov/veterans/html/vgmedal12.htm</a> or send an email to <a href="mailto:othervets@vets100.com">othervets@vets100.com</a> to request a copy of the list.
<input type="checkbox"/> Newly Separated Veteran	<b>Newly Separated Veterans:</b> 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	

\*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.

**D. Disability Status\*\*** – Please check the below box if applicable. Self-identification of disability status is essential for effective affirmative action data collection and analysis. If you choose to self-identify your disability status, the information you provide will be used for statistical purposes only and will not effect your employment in any way.

<b>Disability Status**</b>	
<b>Self-Identification</b>	<b>Definition of Disability</b>
<input type="checkbox"/> Individual with Disabilities	A person 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.

\*\*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.