

# TOWN OF MILFORD

## Voluntary Self-Identification



The Equal Employment Opportunity Commission (EEOC) requires that the Town of Milford complete an EEO report bi-annually. The EEOC has recently announced several changes to the job categories and rearranged its race and ethnicity groupings. Therefore, we are asking new hires to complete a voluntary self-identification information below so that we can properly update our records according to these new report requirements.

**Completion of this data is voluntary** and will not adversely affect your opportunity for employment or terms or conditions of employment with the Town of Milford. **This form will only be used for EEO reporting purposes** and will be kept separately from all other personnel records only accessed by the Human Resources Director.

**Section 1**

<b>Name:</b>		<b>Date completed:</b>	
<b>Job Title</b> (position applied for):			

**Section 2:**

<b>Gender:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> <b>I choose not to self-identify, please check box</b>
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**Section 3:**

<b>Race/Ethnicity:</b> (Please check one of the descriptions below corresponding to the ethnic group with which you identify.)	
<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>OR 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"/> <b>I choose not to self-identify, please check box.</b>	

**Section 4:**

<b>**Veteran Status</b>	
<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> I identify as one or more of the classifications of protected Veteran.
<input type="checkbox"/> Disabled Veteran/ Special Disabled Veteran	<input type="checkbox"/> I am not a Veteran
<input type="checkbox"/> Other Protected Veteran	<input type="checkbox"/> <b>I choose not to self-identify, please check box.</b>
<input type="checkbox"/> Recently Separated Veteran	
<input type="checkbox"/> Armed Forces Service Medal Veterans	

**Section 5:**

<b>**Other Disability</b>		
<input type="checkbox"/> Individuals with Disabilities	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> <b>I choose not to self-identify, please check box.</b>

**Section 6:**

<b>How did you hear of our opening?</b>			
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Government Employment Agency	<input type="checkbox"/> Private Employment Agency	<input type="checkbox"/> Employee
<input type="checkbox"/> Relative	<input type="checkbox"/> Relative	<input type="checkbox"/> School	<input type="checkbox"/> Ad
<input type="checkbox"/> Other			

STOP HERE

**Note: EEOC Form 164, State and Local Government Information - Legal Basis for Requirements - Section 709 (c), Title VII, Civil Rights Act of 1964, 4. Title 29 Chapter XIV, CFR, 1602.30 Records to be made or kept. Disability in accordance with CFR 45, Part 84 implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C Section 794**

**INDIVIDUAL WITH DISABILITIES**

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairments(s). For purposes of this identification, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of the disability(s). Disabilities include, but are not limited to: Blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, intellectual disability (previously called mental retardation), chemical dependence.

**VETERAN STATUS INFORMATION**

Veteran of the Vietnam-Era	<ul style="list-style-type: none"> <li>- Defined as (a) an active duty wartime or campaign badge 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, under the laws administered by the Department of Defense. (b) an Armed Forces service medal 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 FR 1209).</li> <li>- Defined as a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: <ul style="list-style-type: none"> <li>• In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or</li> <li>• Between August 5, 1964, and May 7, 1975, in all other cases; or</li> <li>• Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or between August 5, 1964, and May 7, 1975, in all other cases.</li> </ul> </li> </ul>
Disabled Veteran	Defined as (1) 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 Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.
Special Disabled Veteran	Defined as a veteran 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: <ol style="list-style-type: none"> <li>1. Rated at 30 percent or more; or</li> <li>2. Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or</li> <li>3. A person who was discharged or released from active duty because of a service connected disability.</li> </ol>
Recently Separated Veteran	Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.
Armed Forces Service Medal Veteran	Defined as any 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.
Active Duty or Wartime Campaign Badge Veteran	Defined as a 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, under the laws administered by the Department of Defense.

**HUMAN RESOURCE USE ONLY**

Hired	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Position Hired for				
From the EEO job classifications listed below, which one best describes the position filled (or applied for, if applicant rejected)?							
<input type="checkbox"/> Executive/Senior Level Officials & Managers	<input type="checkbox"/> Service Workers		<input type="checkbox"/> First/Mid Level Officials & Managers	<input type="checkbox"/> Sales Workers			
<input type="checkbox"/> Professionals	<input type="checkbox"/> Craft Workers	<input type="checkbox"/> Operatives	<input type="checkbox"/> Technician	<input type="checkbox"/> Laborers and Helpers			
<input type="checkbox"/> Admin Support Workers							
Annual Salary (in thousands 000)							
<input type="checkbox"/> \$0.1 – 15.9	<input type="checkbox"/> \$16.0 – 19.9	<input type="checkbox"/> \$20.0 – 24.9	<input type="checkbox"/> \$25.0 – 32.9	<input type="checkbox"/> \$33.0 – 42.9	<input type="checkbox"/> \$43.0 – 54.9	<input type="checkbox"/> \$55.0 – 69.9	<input type="checkbox"/> \$70.0 plus

Completed by (HR): \_\_\_\_\_

File separately from employment application