

# Voluntary Disclosure Form

Date \_\_\_\_\_

Regulations of the Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Programs (OFCCP) require employers to compile data regarding the nature and makeup of their work forces in order to further the goals of Title VII of the Civil Rights act of 1964 as amended. Your responses to the following questions will help us comply with this requirement.

**Completion of this questionnaire is entirely voluntary.** Should you opt to complete the questionnaire, your response will be used solely for the purposes of preparing reports required by the EEOC. Your response will be kept confidential, and will play no part in our evaluation of your suitability for employment, employment performance or status. The completed questionnaire will be kept separate from your application, and any subsequent personnel file.

We appreciate your assistance.

Position applied for (indicate only one position per form): \_\_\_\_\_

Last 4 digits of Social Security Number: XXX-XX-\_\_\_\_\_

**SEX (check one)**

Male (M)  Female (F)

**GROUP STATUS (check one)**

1.  Hispanic or Latino (Cuban, Mexican Puerto Rican, South or Central American or other Spanish culture or origin regardless of race)
2.  White (Not Hispanic or Latino)
3.  Black or African American (Not Hispanic or Latino)
4.  Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
5.  Asian (Not Hispanic or Latino)
6.  American Indian or Alaska Native (Not Hispanic or Latino)
7.  Two or More Races (Not Hispanic or Latino)

**FOR OFFICE USE ONLY**

Company Job Title \_\_\_\_\_

EEO Group Status:  1  2  3  4  5  6  7

EEO Job Group:  1  2  3  4  5  6  7  8  9  10

Location/Department Name \_\_\_\_\_ Location Code \_\_\_\_\_

*Job Group Key:* 1. Exec / Sr. Mgrs. 2. First/Mid Level Mgrs. 3. Professionals 4. Technicians (requiring post secondary education). 5. Sales Workers  
6. Admin. Support Workers 7. Craft Workers (includes mechanics) 8. Operatives (includes bus drivers) 9. Laborers & Helpers 10. Service Workers

**An Equal Opportunity Employer That Values Diversity**