

Voluntary Applicant Data Sheet

Northern Arizona University is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require the employer to invite employees to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be treated in a confidential manner, and will be used to assist in fulfilling the university's federal and state statistical reporting and affirmative action monitoring requirements. For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the seven categories identified below. The definitions for each category have been established by the federal government.

Thank you very much for your consideration and assistance

Position Applying For:		Department:	Date:
Name as it appears on application:		Job Vacancy Number:	
Home Phone:	Contact Phone:		
Mailing Address:			
City:	State:	Zip:	County:

How did you hear about this job?

- Word of mouth
 Job Posting
 Advertisement: Name of Publication or Newspaper _____
 Internet search
 Other (please list): _____

Invitation to Self-Identify

If you need reasonable accommodation to participate in the hiring process, please contact the Equity and Access Office at (928) 523-3312/TDD: (928) 523-1006/ PO Box 4083.

Gender:

- Female
 Male
 I choose to not self-identify

Race/Ethnicity:

Please review and respond to both questions. The categories listed below are the only options currently available for federal reporting purposes.

Do you consider yourself to be Hispanic/Latino? (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)

- Yes
 No

In addition to responding to the question above, select one or more of the following racial categories to describe yourself:

- American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community identification.
- Black or African American** (not of Hispanic origin) - A person having origins in any of the Black racial groups of Africa.
- Asian** - A person having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** (not of Hispanic origin) - A person having origins in any of the original people of Europe, Northern Africa, or the Middle East.
- I choose to not self-identify**

Veteran Status:

Northern Arizona University is also subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, [38 U.S.C. 4212](#) (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A “disabled veteran” is one of the following:
 - 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
 - a person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means 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.
- An “Armed forces service medal veteran” means 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](#).

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

I AM NOT A PROTECTED VETERAN

Protected veterans may have additional rights under USERRA – The Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Northern Arizona University bases decisions on employment solely upon the individual's qualifications for the position being filled. NAU recruits, hires and promotes for all job classifications without regard to race, sex, color, religion, age, national origin, disability, veteran status, sexual orientation, or gender identity.