

New Hire EEO-1 Data Sheet



Please complete this New Hire EEO-1 Data Sheet. It will supply us with information we need for federal reporting obligations. Please be advised that this information will be used and kept confidential, in accordance with applicable laws and regulations. **This information will not be used as the basis for any adverse employment decision.**

Name			Social Security #		
<small>Last</small>	<small>First</small>	<small>Middle</small>			
Present Address		City	State	ZIP	
Phone #		How long at present address?			
Previous Address		City	State	ZIP	
Phone #		How long at previous address?			
<input type="checkbox"/> Male <input type="checkbox"/> Female					

EEO-1 Self-Identification

We are subject to certain government recordkeeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, we invite you to voluntarily self-identify your race or 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 kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Please check the EEO Identification Group that best applies to you:

- ☐ **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 races above, excluding Hispanic or Latino.

Reasonable Accommodation

In the event you believe there is a reasonable accommodation that will assist you in performing the essential functions of your job, please contact your manager or Human Resources.

Employee Signature _____

Date _____

To Be Completed By Employers:

From the EEO job categories listed below, which one best describes the employee's position

- | | |
|--|---|
| <input type="checkbox"/> Executive/Senior-Level Officials and Managers | <input type="checkbox"/> Administrative Support Workers |
| <input type="checkbox"/> First/Mid-Level Officials and Managers | <input type="checkbox"/> Craft Workers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Operatives |
| <input type="checkbox"/> Technicians | <input type="checkbox"/> Laborers and Helpers |
| <input type="checkbox"/> Sales Workers | <input type="checkbox"/> Service Workers |

Notes:

Completed by: _____ Date: _____

*** To be filed separately from employment application. ***