



Applicant Data Record

We ask that you complete this section so that we can comply with any applicable government record keeping. This form is completely voluntary. No adverse action will be taken for your choice not to complete the form.

(PLEASE PRINT)

Date _____

Position(s) Applied for _____

Referral Sources: Print Advertisement Walk-in Employment Agency
 Internet _____ (List Internet Site) Company Web site Direct Mail Employee Referral
 Friend _____ (Name of Friend) Relative _____ (Name and Relationship of Relative) Other _____

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability, or any other characteristic protected by applicable federal, state or local law.

This data is used for both our purposes to assess our equal employment opportunities policy and practices and, if applicable for any required government reporting.
 This data is kept in a confidential file separate from the application of employment.

Applicant Flow Data

Certain government agencies, such as the EEOC, require periodic reports on the gender, national origin, etc. This data is for analysis of our equal employment opportunities policy and, where applicable, affirmative action obligations.

Name _____ Phone (____) _____
Last First Middle

Address _____
Number Street City State Zip

Check one: Male Female

Check one of the following:
 Race / Ethnic Group

Caucasian African-American or Black Hispanic or Latino
 American Indian/Alaskan Native Asian
 Native Hawaiian or Other Pacific Islander Two or More Races

