



# Voluntary Self-Identification Survey Form Applicant – Affirmative Action Employer

**TO ALL APPLICANTS:**

Our company is an Affirmative Action/Equal Employment Employer and as such, we are required to collect and maintain information related to applicants in order to meet governmental recordkeeping and reporting requirements and to monitor the effectiveness of our outreach, recruitment and other employment practices.

At this time, we are asking you to help us meet our obligations by providing the information listed on the following pages. Please note that the information will be used only in accordance with the provisions of applicable laws, executive orders, and regulations. **Providing this information is voluntary and refusal to do so will not result in any adverse treatment. The information you provide will be held in strict confidence except that:**

- 1) Necessary management and supervisory personnel may be informed to ensure proper placement and to provide reasonable job accommodations;
- 2) First aid and safety personnel may be informed to the extent appropriate, if the condition might require emergency treatment; and
- 3) Government officials investigating affirmative action program compliance may have access to reported information.

*Thank you for your cooperation in this important initiative.*

*Kaysun Corporation abides by the requirements of federal laws which prohibit discrimination and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with the following legally protected status: race, color, religion, sex, national origin (per Executive Order 11246), disability (per 41 CFR 60-741.5(a)), and protected veterans (per 41 CFR 60-300.5(a)).*

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**PART I. General Information**

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Name: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART II: Referral Source: Please indicate how you heard about this opening**

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|--|--|--|---|--------------------------------------|
| <input type="checkbox"/> Company website         | <input type="checkbox"/> Job board               | <input type="checkbox"/> Newspaper         | <input type="checkbox"/> Temp agency        | <input type="checkbox"/> Search firm |
| <input type="checkbox"/> Educational institution | <input type="checkbox"/> Walk-in                 | <input type="checkbox"/> Employee referral | <input type="checkbox"/> College Recruiting |                                      |
| <input type="checkbox"/> Professional Assoc.     | <input type="checkbox"/> State employment agency | <input type="checkbox"/> Other _____       |   |                                      |

*Please continue to next page.*

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**PART III. Gender, Ethnicity and Race Information:**

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**Gender**

CHECK ONE:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I choose not to disclose this information
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**Ethnicity**

CHECK ONE:	<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) <input type="checkbox"/> Not Hispanic or Latino (if not Hispanic or Latino, please address race below) <input type="checkbox"/> I choose not to disclose this information
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**Race**

CHECK ONE: (do not respond if you selected Hispanic or Latino above)	<input type="checkbox"/> White (Not Hispanic or Latino): a person having origins in any of the original peoples of Europe, the Middle East, or North Africa <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> Black or African American (Not Hispanic or Latino): a person having origins in any of the black racial groups of Africa <input type="checkbox"/> 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 <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"/> I choose not to disclose this information
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*Please continue to next page to identify veteran status.*

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**PART IV. Protected Veterans**

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The definitions of protected veterans are listed below. Use the boxes following the definitions to indicate whether you are a protected veteran.

Disabled Veteran	<p>A “disabled veteran” is one of the following:</p> <p>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</p> <p>A person who was discharged or released from active duty because of a service-connected disability.</p>
Recently Separated Veteran	<p>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.</p>
Active Duty Wartime or Campaign Badge Veteran	<p>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.</p>
Armed Forces Service Medal Veteran	<p>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.</p>

CHECK ONE:

- I am a Protected Veteran
- I am a Veteran (not a protected veteran as categorized above)
- I have not served in the military
- I choose not to disclose the information