

Voluntary Affirmative Action Form for Government Contractors: Invitation to Self-Identify

IMPORTANT: Applicant completion of this form is voluntary.

TK&K Services, LLC and its subsidiaries is an Equal Opportunity Employer and complies with Executive Order 11246. This order requires that employers who are considered federal contractors must ensure that applicants and employees are considered for all positions without regard to race, color, religion, sex or gender, sexual orientation, national origin, age, disability, veteran status, or any other legally protected class.

TK&K Services, LLC 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). This information is required by law, and must be recorded.

Applicants are invited to participate in the Affirmative Action Program by reporting their status as a disabled veteran or other veteran status, or other minority status. In extending this invitation you are also advised that: (1) applicants are under no obligation to respond, but may do so in the future if they choose; (2) responses will remain confidential with the Office Manager/Human Resources Representative; and (3) responses will be used only for the necessary information to include in our Affirmative Action Program.

Please be advised that your completion of this form *is not* part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate in our Affirmative Action Program by completing this form, we thank you for your cooperation.

*According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis: (1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) the invitation is made pursuant to a federal, state, or local law requiring affirmative action for special disabled veterans.

**According to 41 CFR 60-741.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis: (1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) the invitation is made pursuant to a federal, state, or local law requiring affirmative action for individuals with disabilities.

This form is to be completed by the applicant, is not for interview purposes, and is to be filed separately from application. This information is used to satisfy the affirmative action requirements of Section 503 of the Rehabilitation Act or if necessitated by another federal law or regulation.

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Definitions

EEOC race/ethnic identification categories:

- **Hispanic or Latino:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Asian:** All persons 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.
- **Native Hawaiian or Pacific Islander:** All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Black or African American:** All persons having origins in any of the Black racial groups of Africa.
- **White:** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **Two or More Races:** All persons that can identify with one or more races above.

Veteran status categories:

- **Veteran of the Vietnam Era:** A person who (1) served on active duty in the U.S. military, ground, naval, or air service for a period of more than 180 days, and who was discharged or released with other than a dishonorable discharge, if any part of such active duty was performed: (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (b) between August 5, 1964, and May 7, 1975, in all other cases; or (2) was discharged or released from active duty in the U.S. military, ground, naval, or air service for a service-connected disability if any part of such active duty was performed (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (b) between August 5, 1964 and May 7, 1975, in any other location.
- **Special Disabled Veteran:** 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 Department of Veterans' Affairs for a disability (a) rated at 30 percent or more; (b) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap; or (c) a person who was discharged or released from active duty because of service-connected disability.
- **Other Protected Eligible Veteran:** Veterans 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, a service medal, or an expeditionary medal has been authorized.
- **Newly Separated Veterans:** Any veteran who served on active duty in the U.S. military, ground, naval or air service during the past one-year period, beginning on the date of such veteran's discharge or release from active duty.

Other category:

- **Individual with Disabilities:** Any person who: (1) has a physical or mental impairment that substantially limits one or more of the major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment. A handicap is

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“substantially limiting” if it is likely to cause difficulty in securing, retaining, or advancing in employment.

As stated in the directions of this form, TK&K Services, LLC, in an effort to comply with government agencies requirements to report on status of applicants, is collecting the data provided on this form. This data is for analysis and affirmative action only. *Submission of this information is voluntary.* If you decide not to supply this information it will not jeopardize or adversely affect any consideration you may receive for employment, or advancement in employment later.

Section 1: General Applicant Information

Applicant name (Last, First, Middle)	Position applied for	Date

Section 2: Applicant Affirmative Action Data—Check All That Apply (See Previous Page for Definitions)

<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Two or more races <input type="checkbox"/> Prefer not to disclose	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose	<input type="checkbox"/> Vietnam era veteran <input type="checkbox"/> Special disabled veteran <input type="checkbox"/> Other eligible veteran <input type="checkbox"/> Newly separated veteran <input type="checkbox"/> Not applicable <input type="checkbox"/> Prefer not to disclose	<input type="checkbox"/> Individual with disabilities <input type="checkbox"/> Prefer not to disclose
<input type="checkbox"/> I do not wish to self-identify. If you choose not to self-identify your race/ethnicity at this time, the federal government requires TK&K Services, LLC to determine this information by visual survey and/or other available information.				

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Indicate source of referral to this position:

- Newspaper ad*
- Professional recruiter*
- Recruiting event*
- Employee referral*
- Online job board*
- Workforce readiness
- Other

*Enter name of publication or other source information here:

Applicant signature

Date