



# Self-Identification Form

Employee/Candidate Name:

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Position Applied For:

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As an employer with an Affirmative Action Obligation pursuant to Executive Order 11246, the Vietnam Era Veterans Readjustment Assistance Act, and the Rehabilitation Act, we must comply with government regulations regarding the collection of demographic information about our employees and about those individuals being considered for employment with our organization. We are required to invite individuals being considered for employment to self-identify as to gender, racial origin, and Vietnam Veterans status. Only if an offer of employment is extended, individuals are invited to self-identify as to disability or disabled veteran status. We are also required to invite all employees to self-identify for consideration under our Vietnam Era Veteran's and Disabled Affirmative Action Programs, as well as to other veteran status.

If you believe that you are covered by the above Acts, the Company invites you to self-identify for consideration under its Affirmative Action Programs. Provision of this information is voluntary and refusal to provide it will not subject the applicant or employee to adverse treatment. Further, if provided, the information will be kept confidential and used only in accordance with the Acts and regulations.

- I am:  Male  Female
- I am (Racial Origin):  Black  Hispanic or Latino (White)  Hispanic or Latino (all other races)  
 Asian  Native Hawaiian or Other Pacific Islander  American Indian/Alaskan Native White  
 White
- I am:  A veteran of the Vietnam Era

## DEFINITIONS:

**Veteran of the Vietnam Era:** A Vietnam era veteran is a person who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released with other than a dishonorable discharge; (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975; or (3) served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961, and May 7, 1975.

**Black or African American (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino (White race only):** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

**Hispanic or Latino (all other races):** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any other race other than White.

**Asian:** 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.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

**American Indian or Alaskan Native:** All persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**White (not of Hispanic origin):** All persons having origins in any of the original people of Europe, North Africa, or the Middle East.



# Application for Employment

(Fill in both sides completely)

Date: \_\_\_\_\_

This application will only remain active until the position you have applied for is filled.

*File Data*

**DO NOT WRITE IN THIS SPACE**

Adaptive Stainless, Inc. is an Equal Opportunity Employer. It is the policy of Adaptive Stainless, Inc to recruit, hire, and promote employees in a manner which does not discriminate against any individual because of race, color, religion, national origin, sex, age (40 or above), veteran status or disability.


<b>PERSONAL DATA</b>	Name (please print) (First) (Middle) (Last)			Telephone Number (Home)
	Street Address			Telephone Number (Cell)
	City		State	Zip Code
				Are you 18 years of age or over? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other than for vacations, holidays, days off, layoffs, and other excused absences, how many days of work have you missed in the last five years of employment?			
	What position are you applying for?			
	Are you willing to work all shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No	Wages Expected	Have you ever worked here before? If yes, list type of work. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Why did you decide to apply here for a job?				

<b>EDUCATIONAL RECORD</b>	Name of School		Address	Number of Years in Attendance	Did You Graduate?	Degree or Diploma
	High School(s)					
	Business or Trade School(s)					
	College(s)					
	Other Training (Correspondence, Night School, etc.)					
	Professional or Service Organizations					
	Have you served in a registered apprenticeship program?		How long?	Trade	Where and when served?	Certificate received?
Special skills related to the job for which you are applying (for example, machines you can operate, mechanical experience, typing speed, etc.).						

EMPLOYMENT	Employer's Company Name and Address (Show present or last employer first). All time worked in at least the last ten years should be accounted for and listed. Use additional page if necessary.	What were your duties?	Dates on Job		Reason for Leaving?	Wages	
			From	To			
	1.						
	2.						
3.							
4.							
5.							

Do you have current military obligations? If so, what are they?

Have you pled guilty to, or been convicted of, any crimes other than minor traffic violations within the last 7 years? If yes, list and describe in full.  Yes  No  
 A "Yes" answer will not automatically disqualify you from employment. A false answer is grounds for discharge.

**READ CAREFULLY**  I certify that the facts set forth in this Employment Application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize Adaptive Stainless to make any investigation of my personal history for information concerning my qualifications for the job. I hereby agree to release companies, institutions and all individuals connected therein, from all liability whatsoever incurred in furnishing such information to Adaptive Stainless. I agree that Adaptive Stainless may furnish like information to those with whom I may seek employment, and hereby agree to release Adaptive Stainless from any and all liability for release of such information. I understand I will be required to comply with the Employment Eligibility Verification, Form I-9, as required by the Immigration Reform and Control Act of 1986. **I understand I will be required, as a condition of employment, to undergo and successfully complete a background check and complete a physical examination, which includes drug screening, to the Company's satisfaction.** I understand that failure to provide requested information or refusal to submit to any examination will eliminate me from further consideration for employment.

Sign Here \_\_\_\_\_

<b>DO NOT WRITE IN THIS SPACE</b>					
Interviewed By: _____	Date: _____	Result of Interview: _____			
Interviewed By: _____	Date: _____	Result of Interview: _____			
Interviewed By: _____	Date: _____	Result of Interview: _____			
Position: _____	Supervisor: _____	Starting Rate: _____	Starting Date: _____	Shift: _____	