



## Equal Employment Opportunity (EEO): Voluntary Self Identification

The First Presbyterian Church of Conroe is an Equal Employment Opportunity Employer. As required by law, we record certain information as part of our legal compliance process.

Applicants for employment are invited to report their status as indicated below. Please understand that: (a) applicants are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Church Administration Department; and (c) responses will be used only for our EEO compliance documentation. We are a religious organization that values diversity. We actively encourage women, minorities, veterans, and other legally protected groups to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

**Please complete the information requested and sign below. Thank you for your cooperation. If you do not wish to self-identify, please so indicate. All applicants should sign below in Section 2.**

### Section 1: General Applicant Information

Name _____	Date ____/____/____
Position or work applied for: _____	
How did you hear of our opening? (circle) Current Employee, Newspaper Ad, Recruiter, Other _____	

### Section 2: Please check all that apply (See reverse for definitions)

Race or Ethnic Identity	Gender	Veteran Status
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Male	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> White (not Hispanic or Latino)	<input type="checkbox"/> Female	<input type="checkbox"/> Other Protected Veteran
<input type="checkbox"/> Black or African American (not Hispanic or Latino)		<input type="checkbox"/> Recently Separated Veteran
<input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino)		<input type="checkbox"/> Armed Forces Service Medal Veterans
<input type="checkbox"/> Asian (not Hispanic or Latino)		
<input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino)		
<input type="checkbox"/> Two or More Races (not Hispanic or Latino)		
<input type="checkbox"/> <b>I do not wish to Self-Identify</b>		
Applicant Signature: _____		

**For Personnel Use Only: Requisition # \_\_\_\_\_ Job Group \_\_\_\_\_**

*Note: Employers that are not federal contractors are prohibited from asking whether applicants or employees have disabilities, except in response to a reasonable accommodation request from someone whose disability is not obvious, and then only to ask for documentation to back up the request.*

## EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

### **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 above five races.

### **Veteran of the Vietnam-Era**

Defined as (a) an active duty wartime or campaign badge 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. (b) an Armed Forces service medal 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 (61 FR 1209).

Also defined as a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred:

- In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
- Between August 5, 1964, and May 7, 1975, in all other cases; or
- Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or between August 5, 1964, and May 7, 1975, in all other cases.

### **Recently Separated Veteran**

Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

### **Armed Forces Service Medal Veteran**

Defined as any 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.

### **Active Duty or Wartime Campaign Badge Veteran**

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.