Invitation to Self-Identify

For Employees or Applicants who have been made an offer of employment

Cal State L.A. University Auxiliary Services, Inc. (UAS) is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Employment Opportunity Program.

Employees are invited to participate in the Equal Employment Opportunity Program by reporting their race, gender, disability or veteran status. In extending this invitation you are also advised that: (a) responses will remain confidential within the Human Resources Department; and (b) responses will be used only for the necessary information to include in our Employment Opportunity Program. Refusal to provide this information will not subject you to any adverse treatment.

It is the policy of UAS to seek and employ qualified personnel, to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination. To achieve this UAS will administer all personnel actions without regard to race, color, religion, religious dress practice, religious grooming practice, creed, sex, national origin, age, disability, marital status, pregnancy, sexual orientation, citizenship, gender identity, veteran status or any other protected class and base all such decisions on valid job requirements.

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed on page two, please indicate by checking the appropriate box below.

Please complete the information requested below. Thank you for your cooperation.

Section 1: General Information

Name:	**Date_____/_____/_____**
Position Title:	

Section 2: Please check (☐) all that apply (See second page for definitions)

Race or Ethnic Identity	**Gender**	****Veteran Status** I identify as a/an
☐ Hispanic or Latino ☐ White (not Hispanic or Latino) ☐ Black or African American (not Hispanic or Latino) ☐ Native Hawaiian or Pacific Islander (not Hispanic or Latino) ☐ Asian (not Hispanic or Latino) ☐ American Indian or Alaskan Native (not Hispanic or Latino) ☐ Two or More Races (not Hispanic or Latino)	☐ Male ☐ Female ☐ Gender Binary	☐ **Qualified Veteran** ☐ **Disabled Veteran** ☐ **Recently Separated Veteran** ☐ **Active Duty Wartime or Campaign Badge Veteran** ☐ **Armed Forces Service Metal Vetera** ☐ **I am NOT a qualified veteran.** ☐ Please contact me to discuss my request for a reasonable! accommodation. Contact me at :_____

☐ **I decline to Self-Identify**

Signature: _____

For Human Resources Use Only:	*Requisition #:*		*Job Group* :

*[**Editors note: 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.
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.]

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.

Individual with a disability (under ADAAA) means any person who:

- has an impairment that substantially limits one or more major life activities
- a record of such an impairment, or
- being regarded as having such an impairment
- includes any impairment that is episodic or in remission if it would substantially limit a major life activity when active
- prohibits consideration of the ameliorative effects of "mitigating measures" when assessing whether an impairment substantially limits a person's major life activities, with one exception

QUALIFIED VETERAN:

A "disabled veteran" is one of the following: 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 show citation box or a person who was discharged or released from active duty because of a service-connected disability.

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.

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.

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.

"Other protected veterans" means veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded.