



Heritage University

VOLUNTARY EEO/AFFIRMATIVE ACTION DATA

Heritage University is an equal opportunity/affirmative action employer, and considers all employment decisions without regard to race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, veteran status, or any other prohibited basis. In keeping with this philosophy and in an effort to comply with federal and state standards for equal opportunity employment, we ask that you provide the information requested below.

Although providing this information is optional on your part, we would appreciate it if you would complete this form. Providing this information is strictly voluntary and will not be the basis of any employment decision. Failure to provide this information will not subject you to any adverse treatment. Please note that the information provided is retained separately from your application and/or personnel file. Your cooperation is appreciated.

EMPLOYEE INFORMATION

Print Name: _____ Date _____

Please Check One: Male Female

Position Applied For: _____

Please check as applicable

- | | |
|---|---|
| <input type="checkbox"/> 1 - White (not Hispanic or Latino) | <input type="checkbox"/> 5 - American Indian or Alaska Native (not Hispanic or Latino) |
| <input type="checkbox"/> 2 - Black or African American (not Hispanic or Latino) | <input type="checkbox"/> 6 - Native Hawaiian or other Pacific Islander (not Hispanic or Latino) |
| <input type="checkbox"/> 3 - Hispanic or Latino | <input type="checkbox"/> 7 - Two or More Races (not Hispanic or Latino) |
| <input type="checkbox"/> 4 - Asian (not Hispanic or Latino) | |

INVITATION TO SELF-IDENTIFY VETERAN STATUS OR DISABILITY

As a government contractor, Heritage University is subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973, as amended, which require government contractors to take affirmative action to employ and advance in employment qualified special disabled veterans, veterans of the Vietnam era, and qualified individuals with disabilities. If you are a veteran or are disabled, we would like to include you in our affirmative action program. A request to benefit under Atrium Companies, Inc.'s affirmative action program may be made now or at any time in the future.

The information you submit will be kept confidential, except that, if you are disabled, (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and special disabled veterans, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed when, and to the extent appropriate, if you have a condition that might require emergency treatment, and (iii) government officials engaged in enforcing laws administered by OFCCP, or the Americans with Disabilities Act, may be informed.

This information is being requested on a voluntary basis and refusal to provide it will not subject you to any adverse treatment. Further, the information will not be used in a manner inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973, as amended.

- Not applicable
- Special Disabled Veteran**, defined as (1) a veteran 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 (i) rated at 30 percent or more, or (ii) rated at 10 or 20 percent if it has been determined that the individual has a serious employment disability under 38 U.S.C. 3106; or (2) a veteran who was discharged and released from active duty because of a service-connected disability.
- Vietnam-Era Veteran**, defined as a person who (1) served in the military, ground, naval or air service of the United States on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (ii) between August 5, 1964 and May 7, 1975, in all other cases.
- Other Protected Veteran**, defined as a veteran who served in the military, ground, naval or air service of the United States on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, other than Special Disabled Veterans or Vietnam-Era Veterans.
- Recently Separated Veteran**, defined as 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.
- Disabled individual**, defined as a person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- I have read the above and voluntarily provide the requested information.
- I have read the above and decline to provide the requested information.

Signature of Applicant

Date