



Northampton Housing Authority

APPLICATION FOR EMPLOYMENT

The Northampton Housing Authority is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The NHA considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, genetic information or any other protected status in accordance with applicable state and federal laws.

PERSONAL AND POSITION INFORMATION

Last Name		First Name		Middle	
Address	Number	Street	City	State	Zip Code
Telephone Number(s): Home		Work		Cell	
Email Address:					

Position(s) applied for: _____

On what date would you be available to work? _____ Are you available to work: Full-time Part-time

Days available to work:

____AM - ____PM
____AM - ____PM
____AM - ____PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

- Are you either a U.S. citizen or an alien authorized to work in the United States? Yes No
- Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No
- If employment is offered, can you produce documentation required by law to establish work authorization and identity? Yes No
- Are you currently on "lay-off" status and subject to recall? Yes No
- Can you work overtime if your job requires it? Yes No
- Can you travel if your job requires it? Yes No
- Do you have reliable transportation to and from work? Yes No
- If your job requires you to use a personal vehicle, would you have one to use? Yes No
- Can you provide a valid driver's license and proof of insurance if required to drive? Yes No
- Have you ever applied to or worked for a Housing Authority before? Yes No
- If yes, list dates of employment, location/department/position and (if applicable) former name:

Do you have any friends or relatives working at the NHA?
If yes, list name and relationship to you:

Yes No

EDUCATION AND TRAINING

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree GPA
High School, Prep School		N/A	9 10 11 12	
College, University			1 2 3 4	
Graduate, Trade, Business School				

Academic Scholarships/Awards _____

Describe any licenses or certifications (type, which state(s), date(s), license number(s)) _____

Has any license or certification you have held been surrendered, suspended or revoked for any reason? If so, please explain: _____

Military Service (Dates, Branch, Characterization of Discharge) _____

Describe any specialized/job-related military training _____

**EMPLOYMENT
EXPERIENCE**

Have you ever been dismissed, involuntarily terminated or forced to resign from employment? Yes No

If yes, please explain: _____

Starting with your **most recent employment**, provide your **complete** employment history for the past 10 years. Include any job-related military service assignments and volunteer activities. Please be aware that your current and previous employers may be contacted. If you provide a resume that contains some of the requested information, you must still complete the fields marked by an asterisk (*).

Employer* _____ From _____ To _____

Address _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving* _____

Employer* _____ From _____ To _____

Address _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving* _____

Employer* _____ From _____ To _____

Address _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving* _____

(If you need additional space, please continue on back of application or attach additional sheets.)

PROFESSIONAL REFERENCES FOR EMPLOYMENT

Please provide names of 3 professional references, not related to you, whom you have known at least one year.

<u>NAME</u>	<u>TITLE/ADDRESS</u>	<u>HOME PHONE</u>	<u>BUSINESS PHONE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

SPECIALIZED SKILLS AND KNOWLEDGE

List any skills or knowledge relevant to the job for which you are applying that you think may be helpful to us in considering your application (such as knowledge of Excel, Word, computer languages or software programs):

NOTICE REGARDING POLYGRAPH TESTS

No applicant or employee shall be required to take a polygraph test or any form of mechanical or electrical lie detector test as a condition of employment or as a condition of continued employment.*

*For applicants in Massachusetts: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

EMPLOYMENT DISCLAIMER AND APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the answers given in this application are true to the best of my knowledge, I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate The Northampton Housing Authority.

In consideration of my employment, I agree to conform to the policies and procedures of The NHA, as they may from time to time be implemented or revised. I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of The NHA. I understand that no supervisory, management or any other employee at The NHA has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of The NHA or conduct of anyone at The NHA should be interpreted to make such a guarantee.

I understand that false or misleading information given in my application, resume, and interview or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered. I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. I understand that if I am paid a weekly salary rather than an hourly rate, my salary is intended to compensate me for all hours I work, including any hours in excess of 40 hours in a work week.

I have read, understood and agree to the foregoing.

Signature of Applicant

Date

NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

As part of the application process, The Northampton Housing Authority may conduct a background check. If you are hired, The NHA may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, The NHA may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report may include information regarding such issues as your credit standing,* criminal record, ** motor vehicle record, character and reputation. If The NHA obtains a "consumer report" about you, and considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized and other information required by the FCRA (including a summary of your rights under the FCRA and the name, address and telephone number of the consumer reporting agency and other applicable federal agencies). Your signature below authorizes The NHA to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment.

You are required to provide the following information so that The NHA may conduct the background check:

Social Security No.: _____ - _____ - _____ Date of Birth: _____
Driver's License No: _____ State: _____
Signature: _____
Print Name: _____
Print Former Name: _____ Dates Used: _____

***For individuals in California:** The NHA may only obtain and/or use a credit report pertaining to any California applicants/employees when the current or potential job is: (a) a managerial position; (b) a position for which the information contained in the report is required by law to be disclosed or obtained; (c) a position that involves regular access, for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, to bank or credit card account information, social security numbers and dates of birth; (d) a position in which the person is, or would be, a named signatory on The NHA's bank or credit card account, or authorized to transfer money or enter into financial contracts on behalf of The NHA; (e) a position that involves access to confidential or proprietary information; or (f) a position that involves regular access to \$10,000 or more of cash. Prior to requesting a consumer credit report, The NHA shall inform the applicant/employee of the source of the report and give the applicant/employee the opportunity to request a copy.

***For individuals in Colorado:** The NHA may only obtain and/or use consumer credit information pertaining to any Colorado applicants/employees when: (a) the information is required by law; or (b) the information is substantially related to the applicant/employee's current or potential job and The NHA has a bona fide purpose for requesting or using the information in the credit report that is substantially job-related and is disclosed in writing to the applicant/employee.

***For individuals in Connecticut:** The NHA may only obtain and/or use a credit report pertaining to any Connecticut applicants/employees when: (a) the report is required by law; or (b) The NHA reasonably believes the employee engaged in any activity that constitutes a violation of the law related to his/her employment; or (c) the report is substantially related to the applicant/employee's current or potential job or when The NHA has a bona fide purpose for requesting or using the information in the credit report that is substantially job-related and is disclosed in writing to the applicant/employee.

***For individuals in Hawaii:** The NHA may inquire into the credit history or credit report pertaining to any Hawaii applicant only after there has been a conditional job offer and only if the information is directly related to a bona fide occupational qualification, unless The NHA is expressly permitted or required to inquire into an individual's credit history for employment purposes pursuant to any state or federal law or if the inquiry pertains to a managerial or supervisory employee.

***For individuals in Illinois:** The NHA may only obtain and/or use a credit report pertaining to any Illinois applicants/employees when satisfactory credit history is an established bona fide occupational requirement, such as when the position involves: (a) bonding or security per state or federal law; (b) unsupervised access to cash or marketable assets valued at \$2,500 or more; (c) signatory power over business assets of \$100 or more per transaction; (d) Management over the direction or control of the business; or (e) access to personal, financial or confidential information, trade secrets or state or national security information.

***For individuals in Maryland:** The NHA may only obtain and/or use a credit report pertaining to any Maryland applicants/employees when: (a) the information is required by law; or (b) the information is substantially related to the applicant/employee's current or potential job and The NHA has a bona fide reason for requesting or using the information in the credit report that is substantially job-related and is disclosed in writing to the applicant/employee.

***For individuals in Nevada:** The NHA may only obtain and/or use a credit report pertaining to any Nevada applicants/employees when: (a) the report is required by law; or (b) The NHA reasonably believes the applicant/employee engaged in any activity that constitutes a violation of the law; or (c) the report is reasonably related to the applicant/employee's current or potential job.

***For individuals in Oregon:** The NHA may only obtain and/or use a credit report pertaining to any Oregon applicants/employees when: (a) the information is required by law; or (b) the information is substantially related to the applicant/employee's current or potential job and The NHA's reasons for the use of such information is disclosed in writing to the applicant/employee.

***For individuals in Vermont:** The NHA may only obtain and/or use a credit report pertaining to any Vermont applicants/employees when: (a) the information is required by law or regulation; or (b) the position involves access to confidential financial information; or (c) the position requires a financial fiduciary responsibility to The NHA or its clients, including the authority to issue payments, collect debts, transfer money, or enter into contracts; or (d) The NHA can demonstrate that the information is a valid and reliable predictor of employee performance in the position; or (e) the position involves access to an employer's payroll information. The NHA must disclose to the applicant/employee in writing its reasons for accessing the report and is further prohibited from using a credit report or credit history as the sole factor in making any employment decision.

***For individuals in Washington:** The NHA may only obtain and/or use a credit report pertaining to any Washington applicants/employees when: (a) the report is required by law; or (b) The NHA has reasonable cause to believe the employee engaged in any activity that constitutes a violation of the law; or (c) the report is substantially related to the applicant/employee's current or potential job and The NHA's reasons for the use of such information is disclosed in writing to the applicant/employee.

****For applicants in Hawaii:** The NHA will not obtain and/or use a criminal background report pertaining to any Hawaii applicants until after a conditional offer of employment has been made.

****For applicants in Massachusetts:** The NHA will not obtain and/or use a criminal background report pertaining to any Massachusetts applicants until they are interviewed or thereafter.

****For applicants in Minnesota:** The NHA will not obtain and/or use a criminal background report pertaining to any Minnesota applicants until after they have been selected for an interview, or if there is not an interview, until after a conditional offer of employment has been made.

****For applicants in Newark, New Jersey:** The NHA will not obtain and/or use a criminal background report pertaining to any Newark applicants until after the applicant has been provided advance written notice and has consented in writing to the specific inquiry about his/her criminal history; The NHA has made a good faith determination that such information is relevant due to the sensitivity of the position in question; and The NHA has made a conditional offer of employment.

****For applicants in Philadelphia, Pennsylvania:** In accordance with Title 9, Chapter 9-3000 of the Philadelphia Code, a criminal background check may not be conducted unless The NHA has reviewed the qualifications of the applicant and determined that the applicant is qualified for the relevant position.

****For applicants in Rhode Island:** The NHA will not obtain and/or use a criminal background report pertaining to any Rhode Island applicants until they are interviewed or thereafter.

AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

I have applied for employment with The Northampton Housing Authority. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize representatives of The NHA to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my employment at The NHA. I authorize all previous employers, references or other persons or agencies having knowledge of my record or myself to release such information to The NHA.

My signature below authorizes The NHA to obtain consumer reports regarding me from any and all federal, state and local reporting agencies in connection with my application and, if hired, during the course of my employment. I hereby authorize, without limitation, any consumer reporting agencies or information service bureaus contacted by those reporting agencies to furnish the above-referenced information.

I acknowledge that a photocopy, facsimile or electronic copy of this authorization shall be as valid as and may be accepted in lieu of the original.

Signature: _____ Print Name: _____

CRIMINAL BACKGROUND

THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY THE HUMAN RESOURCES DEPARTMENT OR UPPER MANAGEMENT, THOSE INVOLVED IN INTERVIEWING THE APPLICANT, AND THE PERSON(S) MAKING THE HIRING DECISION.

*******BEFORE ANSWERING, YOU MUST REVIEW STATE SPECIFIC INFORMATION BELOW*******

**YOU MAY NOT BE REQUIRED TO ANSWER OR YOU MAY LIMIT YOUR ANSWER
DEPENDING ON APPLICABLE STATE LAW BELOW**

Have you ever been convicted of or pleaded guilty or nolo contendere (no contest) to any violation of any state, federal, county or municipal law, other than a minor traffic violation? Yes No

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

For applicants in California: Applicants are not required to disclose the existence of an arrest or detention that did not result in conviction or information concerning a referral to, and participation in, any pre-trial or post-trial diversion program (e.g., a drug treatment program). Applicants are further not required to disclose any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated (e.g. juvenile offense records) or for any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed. In addition, applicants are not required to disclose marijuana-related convictions that are more than two years old for the following: possession; giving away, offering to give away, transporting, offering to transport, or attempting to transport not more than 28.5 grams of marijuana; possession of paraphernalia; presence where controlled substances are being unlawfully used; or unlawfully using or being under the influence of controlled substances.

For applicants in Colorado: Applicants are not required to disclose any information contained in sealed arrest and criminal records.

For applicants in Connecticut: Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been "erased." The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nulled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath.

For applicants in Georgia: Applicants who have been discharged under Georgia's first offenders' law shall not be considered to have a criminal conviction.

For applicants in Hawaii: Applicants are not required to disclose any criminal record information until after a conditional offer of employment has been made. After a conditional offer of employment has been made, applicants are not required to disclose information about any convictions or other adjudications by a court that are more than 10 years old (excluding periods of incarceration) or that are required to be confidential by the courts.

For applicants in Illinois: Applicants are not required to disclose any criminal record information that has been sealed or expunged.

For applicants in Indiana: Applicants are not required to disclose an arrest, conviction or adjudication that has been sealed, restricted or expunged.

For applicants in Kansas: Applicants are not required to disclose an arrest, conviction or diversion that has been expunged.

For applicants in Kentucky: Applicants are not required to disclose an arrest or conviction that has been expunged.

For applicants in Louisiana: Applicants are not required to disclose an arrest or conviction that has been expunged.

For applicants in Maryland: Applicants are not required to disclose an arrest or conviction that has been expunged.

For applicants in Massachusetts: Under Massachusetts law, an employer is prohibited from making written, pre-employment inquiries of an applicant about his or her criminal history. MASSACHUSETTS APPLICANTS SHOULD NOT RESPOND TO ANY WRITTEN QUESTIONS ABOVE ON THIS APPLICATION FORM SEEKING CRIMINAL RECORD INFORMATION. Applicants are required to disclose criminal record information orally during any interview. Applicants are not required to provide a copy of their Criminal Offender Record Information to The NHA at any time. Applicants may further answer "no" to any questions asked in an interview or thereafter regarding convictions involving: (1) a first conviction for one of the following

misdemeanors: minor traffic violation, speeding, drunkenness, simple assault, affray, or disturbance of the peace; or (2) a conviction for a misdemeanor where the date of conviction or completion of any period of incarceration is more than five years prior to the date of this application for employment. In addition, an applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services, which did not result in a complaint transferred to the superior court for criminal prosecution.

For applicants in Minnesota: Applicants are not required to disclose any criminal record information until after they have been selected for an interview, or if there is not an interview, until after a conditional offer of employment has been made.

For applicants in Newark, New Jersey: Applicants are not required to disclose any criminal record information until after the applicant has been provided advance written notice and has consented in writing to the specific inquiry about his/her criminal history; The NHA has made a good faith determination that such information is relevant due to the sensitivity of the position in question; and The NHA has made a conditional offer of employment. The NHA will only seek information about: (a) convictions for murder, voluntary manslaughter and sex offenses requiring registry under N.J.S.A. Title 2C Chapter 7, that are punishable by a term of incarceration in state prison, regardless of the length of time that has passed since the conviction; (b) indictable offense convictions for eight (8) years following the sentence thereof, including termination of any period of incarceration; and (c) pending criminal charges. The NHA will not inquire about: (a) disorderly persons convictions or municipal ordinance violations of five (5) years following the sentence; (b) arrests or criminal accusations which are not pending or did not result in a conviction; (c) records that have been erased, expunged, pardoned or otherwise legally nullified; or (d) any juvenile adjudications of delinquency or any records which have been sealed. The NHA will document in writing its consideration of the six factors that must be considered when evaluating the results of any criminal history inquiry by using an "Applicant Criminal Record Consideration Form."

For applicants in New York: Applicants are not required to disclose the existence of an arrest or detention that did not result in conviction, a criminal proceeding terminated in a youthful offender adjudication, or convictions that are sealed.

For applicants in North Carolina: Applicants are not required to disclose an arrest, criminal charge or conviction that has been expunged.

For applicants in Ohio: Applicants are not required to disclose information concerning their juvenile record that has been expunged. Applicants are further not required to disclose convictions that are sealed unless they bear a direct and substantial relationship to the position for which the applicant has applied. Applicants are further not required to disclose information concerning any arrest or conviction for a minor misdemeanor violation involving marijuana.

For applicants in Oklahoma: Applicants are not required to disclose any information contained in sealed arrest and criminal records, including any reference to or information concerning such sealed information, and may state that no action has ever occurred.

For applicants in Oregon: Applicants are not required to disclose a juvenile record that has been expunged.

For applicants in Philadelphia, Pennsylvania: A criminal conviction will not disqualify an applicant from employment unless there is a direct relationship between the criminal offense and the employment sought or the employment sought would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. If, as a result of a criminal record check, The NHA is inclined to refuse, rescind or revoke an offer of employment The NHA shall immediately notify the applicant of the potential adverse action, provide the applicant a copy of the criminal information report, and allow the applicant five (5) days to respond to The NHA regarding the criminal information report. Any information submitted by the applicant must be reviewed and considered by The NHA prior to taking any action based on the criminal information report.

For applicants in Rhode Island: Applicants are not required to disclose any criminal record information until they are interviewed. Applicants are further not required to disclose an arrest or conviction that has been expunged.

For applicants in Texas: Applicants whose juvenile records have been sealed are not required to disclose that they have been the subject of a juvenile proceeding.

For applicants in Washington: Applicants are not required to disclose any convictions (or release from prison) that occurred more than ten years ago.

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

Applicant's Signature: _____

Date: _____

VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Government agencies require periodic reports on the gender and race/ethnicity status of applicants. This data is for analysis in preparing government reports and for affirmative action purposes only. It is confidential and will be kept separate from your application. Those making the hiring decision will not use it.

You are not required to provide this information, but your cooperation in completing this form is appreciated.

POSITION APPLIED FOR: _____

GENDER: Male _____ Female _____

RACE/ETHNIC GROUP (see definitions below) (CHECK ONE):

White _____ Black or African American _____ Asian _____ American Indian or Alaska Native _____
Native Hawaiian or Other Pacific Islander _____ Hispanic or Latino _____ Two or More Races _____

DEFINITIONS:

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American (Not Hispanic or Latino): A person having origins in any of the Black racial groups of Africa.

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.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

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. .

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.

Voluntary Self- Identification of Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities in accordance with Section 503 of the Rehabilitation Act of 1973. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular Dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the following options below:

_____ YES, I HAVE A DISABILITY (or previously had a disability)

_____ NO, I DO NOT HAVE A DISABILITY

_____ I DON'T WISH TO ANSWER

Name: _____

Position (Sought or Held): _____

Date: _____

Reasonable Accommodation Notice

If you checked "Yes," above, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Voluntary Self- Identification of Veterans

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified veterans in accordance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended. To help us measure how well we are doing, we are asking you to tell us if you are a qualified veteran. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become a veteran at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as being a veteran on this form without fear of any punishment because you did not identify as being a veteran earlier.

How do I know if I am a Qualified Veteran?

You are considered to be a qualified veteran if you are one of the following.

Recently Separated Veteran: means any veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Armed Forces Service Medal Veteran: means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Other Protected Veteran: means any 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.

Disabled Veteran: means 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 a person who was discharged or released from active duty because of a service-connected disability who has the ability to perform the essential functions of the employment position at issue with or without reasonable accommodation.

Please check one of the following options below:

Not a Veteran _____ Recently Separated Veteran _____ Armed Forces Service Medal Veteran _____

Disabled Veteran _____ Other Protected Veteran _____ Do Not Wish To Answer _____

Name: _____

Position (Sought or Held): _____

Date: _____

Reasonable Accommodation Notice

If you checked "Yes" to "Disabled Veteran" above, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

