

The University of Hartford invites employees to voluntarily supply the information requested below. This invitation is made consistent with and subject to the University's policy of nondiscrimination and equal employment opportunity. The University of Hartford is an equal employment opportunity/affirmative action employer and a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (60-300.42) as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA) and section 503 of the Rehabilitation Act of 1973. The University intends to recruit, hire, train and promote without regard to race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class. Providing this information is voluntary on the part of the employee and is used solely for reports submitted in accordance with the University's affirmative action efforts and consistent with the above Acts. This information is held strictly confidential and is separated from the application for employment. The decision to provide or not provide this information will not adversely affect consideration for employment. A request to voluntarily self-identify may be made immediately and/or at any time in the future. Thank you for your cooperation.

**Name (print):** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Day Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone:** (\_\_\_\_) \_\_\_\_\_ **Evening Phone:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Gender:**       Male       Female

**Marital Status:**       Single       Married       Civil Union       Live in Partners  
                                  Separated       Divorced       Widowed

**Ethnicity (please check only one of the following):**

Hispanic or Latino       Not Hispanic or Latino

**Race (please mark one or more from the following list):**

**American Indian or Alaska Native:**

*A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.*

**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, and the Philippine Islands, Thailand, and Vietnam.*

**Black or African American:**

*A person having origins in any of the Black racial groups of Africa.*

**Native Hawaiian or Other Pacific Islander:**

*A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*

**White:**

*A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*

**Veteran Status (as defined below):**

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 below.

- I am NOT a Protected Veteran
- I am a protected veteran but choose not to self-identify

**I identify as one or more of the protected veteran classifications below (please mark all that apply):**

**Disabled Veteran-**

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.

**Recently Separated Veteran-**

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.

**Active Duty Wartime or 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.

**Armed Forces Services Medal Veteran-**

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.

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**PLEASE PROVIDE AN EMERGENCY CONTACT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship:  Spouse  Domestic Partner  Child  Parent  Step-parent  Grandparent  
 Brother  Sister  Aunt  Uncle  Relative  Guardian  Friend  None

Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to the Office of HRD, located in the Financial and Administrative Services Building.

**HRD USE ONLY:** \_\_\_\_ PPAIDEN HRD Representative: \_\_\_\_\_ Date: \_\_\_\_\_