

INVITATION TO SELF-IDENTIFY VETERAN AND DISABILITY STATUS*

**(to be completed after offer is extended)*

As an entity that contracts with the federal government, this employer is subject to Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans Readjustment Assistance Act of 1974 ("VEVRAA"), as amended, and the Jobs for Veterans Act ("JVA"). These laws require entities which contract with the federal government to take affirmative action to employ and advance in employment qualified individuals with disabilities and various types of veterans. If you have a disability or are a veteran as defined below and would like to be considered under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

Submission of this information is voluntary and failure or refusal to provide it will not subject you to any adverse treatment. This information shall be kept confidential except that (i) appropriate personnel may be informed regarding restrictions on the work or duties of disabled individuals in order to provide reasonable accommodations, (ii) first aid personnel may be informed when, and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials engaged in enforcing laws administered by the OFCCP or the Americans with Disabilities Act may be informed in order to review compliance with the applicable executive orders and laws. The information will be used only in ways that are consistent with applicable law.

If you would like to be considered under the affirmative action program, **please sign, detach and return the bottom of this memo to the Human Resources Service Center.**

For veterans, please check applicable veteran status (may be more than one): For questions on veteran status please refer to the following website: <http://www.opm.gov/staffingportal/vgmedal2.asp#content>

01 Armed Forces Services Medal

(Served on active duty for a period of more than 180 days, part of which was between February 28, 1961 through May 7, 1975, and was discharged or released with other than a dishonorable discharge)

02 Other Eligible Veteran

(Served on active duty during a war, or in a campaign or expedition for which a campaign badge has been authorized)

03 Disabled Veteran

(A veteran who is entitled to compensation under laws administered by the Veterans Administration for a disability; or a person who was discharged or released from active duty because of service-connected disability.)

04 Newly Separated Veteran (Please list Discharge Date __/__/__)

(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.)

For everyone, please provide the following information:

Are you a person who has a mental or physical impairment that substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such impairment?

Yes No

If you are a disabled veteran or an individual with a disability, we would like to include you under the affirmative action program. It would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, or other accommodations.

Name (Print): _____

Date: _____

Signature: _____