

# Affirmative Action Voluntary Information

**City of Ashland**  
**206 Claremont Avenue**  
**Ashland, OH 44805**  
**Phone (419) 289-3426**  
**Fax (419) 289-9411**

COMPLETION OF INFORMATION BELOW IS VOLUNTARY

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is NOT a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

PLEASE PRINT

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source:

- |   |   |                                   |
|---|---|-----------------------------------|
| <input type="checkbox"/> Walk-In                      | <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> Relative |
| <input type="checkbox"/> Employee                     | <input type="checkbox"/> Private Employment Agency    | <input type="checkbox"/> School   |
| <input type="checkbox"/> Advertisement – Source _____ |   | <input type="checkbox"/> Other    |

Name of person who referred you (if applicable) \_\_\_\_\_

## Applicant Information

Name \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET City STATE ZIP

- Male  Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- |   |   |                                   |
|---|---|-----------------------------------|
| <input type="checkbox"/> White (not of Hispanic origin) | <input type="checkbox"/> Black (not of Hispanic origin) | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian/Pacific Island           |                                   |

## For Administrative Use Only

Position(s) applied for  Available  Not Available Hired  Yes  No

Position hired for \_\_\_\_\_ Date of hire \_\_\_\_/\_\_\_\_/\_\_\_\_

From the EEO job classifications listed below, which one best describes the position filled?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Officials and Managers | <input type="checkbox"/> Paraprofessional       | <input type="checkbox"/> Protective Service  |
| <input type="checkbox"/> Professionals          | <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> Technicians            | <input type="checkbox"/> Skilled Craft          |  |

Completed by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_