

Dear Applicant:

Thank you for your interest in employment with California State University, Northridge.

Our University strives to recruit the broadest possible group of qualified applicants. As an Equal Opportunity/Affirmative Action Employer, we are also required to request and maintain data on applicants to monitor the effectiveness of our recruitment efforts and ensure compliance with federal and state reporting requirements.

Return of this form is entirely **voluntary**. The information you provide will not be a consideration in any decision about your candidacy for the position for which you have applied. Individually-identifiable information will **not** be provided to anyone involved with making recommendations or decisions regarding your employment. This form will be exclusively retained in the Office of Equity and Diversity, separately from your application for employment.

A self-addressed stamped envelope has been enclosed for your convenience, or you may utilize the emailing option by returning this form **directly and only** to [equityanddiversity@csun.edu](mailto:equityanddiversity@csun.edu).

Your timely completion and return of this form is most appreciated.

If you have a disability and require accommodation, please contact the Office of Equity and Diversity at (818) 677-2077 to begin an interactive discussion to identify and provide you with a reasonable accommodation.

**AREA OF RESIDENCE:**     Southern California     Northern California     Other \_\_\_\_\_

**GENDER:**     Female     Male

**ETHNIC/RACIAL ORIGIN:**    Please check one or more boxes corresponding to the ethnic origin with which you **most** closely identify. The minimum categories for data on race and ethnicity for federal statistics are defined as follows:

- African American/Black** – Having origins in any of the Black racial groups of Africa.
- Asian** – Person of Japanese, Chinese, Korean, Vietnamese, Asian Indian, Thai or similar descent other than Pacific Islander or Filipino.
- Hispanic/Latino** – Person of Mexican, Puerto Rican, Cuban, South or Central American or other Spanish descent.
- White (Not Hispanic)** – Person of European, North African or Middle Eastern descent.
- Pacific Islander** – Person of Hawaiian, Samoan, Guamanian, Polynesian, Fiji or Tahitian descent.
- Native American** – Person of American Indian, Eskimo, or persons of origins in any of the original peoples of North and South America (including Central America), who maintains a tribal affiliation and community attachment.
- Filipino** – Person of Filipino descent.
- Other / Unknown**

**HOW DID YOU LEARN ABOUT THIS VACANCY?**

- Publication (Online or Paper)    Which? \_\_\_\_\_
- Internet Website    Which? \_\_\_\_\_
- Professional Meeting    Which? \_\_\_\_\_
- Word of Mouth     Colleague     Relative     Friend     CSUN Faculty     CSUN Staff
- Other Source    Which? \_\_\_\_\_

**For Office Use Only**

**Faculty Hire No:** \_\_\_\_\_                      **Department:** \_\_\_\_\_

**VETERAN SELF-IDENTIFICATION FORM FOR EMPLOYMENT APPLICANTS**

**Definition**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. § 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- (1) "disabled veteran" is one of the following: 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.
- (2) "recently separated veteran" means 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.
- (3) An "active duty wartime or campaign badge veteran" means 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.
- (4) An "Armed forces service medal veteran" means 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.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

**Self-Identification**

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I identify as one or more of the classifications of protected veteran listed
  - Disabled veteran
  - Recently separated veteran    Date of discharge \_\_\_\_\_
  - Active wartime or campaign badge veteran
  - Armed forces service medal veteran
- I am a protected veteran, but I choose not to self-identify the classification to which I belong
- I am not a protected veteran
- I am not a veteran

\_\_\_\_\_  
Applicant's Name (Last, First, Middle Initial)

\_\_\_\_\_  
Date

# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017  
Page 1 of 2

## 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<sup>1</sup>. 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
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

### **Please check one of the boxes below:**

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

# Voluntary Self-Identification of Disability

Form CC-305  
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Page 2 of 2

## Reasonable Accommodation Notice

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.

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<sup>1</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp)

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.