



## Voluntary Affirmative Action Survey Form

### EQUAL EMPLOYMENT / AFFIRMATIVE ACTION EMPLOYER

Completion of this survey form is voluntary. If you do not complete this form, your employment opportunities will not be affected in any way. Federal and State regulations and guidelines require that we keep records that will show the impact our selection procedures have upon the employment opportunities of applicants. We need this survey information to evaluate our affirmative action efforts and to determine if our employment practices adversely affect any group of people. This survey sheet will not be a part of our application and will be kept separate and confidential. Your cooperation in providing this information is sincerely appreciated.

Name (Optional): \_\_\_\_\_ Social Security # (Optional): \_\_\_\_\_

**Ethnic Group:** (Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

\_\_\_\_\_ **American Indian or Alaskan Native** –

A person having origins in any of the original peoples of North America 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, the Philippine Islands, Thailand, and Vietnam

\_\_\_\_\_ **Black or African American** –

A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

\_\_\_\_\_ **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, North Africa, or the Middle East.

\_\_\_\_\_ **Hispanic or Latino (All races)** –

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

\_\_\_\_\_ **Hispanic or Latino (White race only)** –

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

Hispanic or Latino (all other races) –

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

Race missing or unknown –

Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Other – Indicate the specific group with which you identify: \_\_\_\_\_

**Veteran Status**

     **A Veteran of the Vietnam Era**

**A "Veteran of the Vietnam era"** is defined as a person who (1) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed (a) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (b) between August 5, 1964 and May 7, 1975, in all other cases or (2) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (b) between August 5, 1964 and May 7, 1975 in any other location.

     **Special Disabled Veteran**

**A "Special Disabled Veteran"** is defined as a person who (1) is 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 Department of Veterans' Affairs for a disability (a) rated at 30% or more; or (b) rated at 10 or 20% in case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap; or (2) a person who was discharged or released from activity duty because of a service connected disability.

     **Other Protected Veterans**

**Other protected Veterans** is defined as Veterans 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 laws administered by the Department of Defense. For those with Internet access, the information required to make this determination is available at <http://www.opm.gov/veterans/html/vgmedal2.htm> . A copy of this list may also be obtained by calling (301)306-6752 and requesting that a copy be mailed to you.

     **Newly Separated Veterans**

**Newly separated Veterans** is defined as any Veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such Veteran's discharge or release from active duty.

     **Armed Forces Service Medal Veteran**

**Armed Forces Service Medal Veteran** is defined as any Veteran who, while serving on active duty in the Armed Forces, participated in a U.S. military operation for which a service medal was awarded pursuant to Executive Order 12985.

**Disability Status:**

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.

**Yes, I have a disability (or previously had a disability)**

**No, I do not have a disability**

**I do not wish to answer**

**Gender:**

Male  Female

**Age:** Are you 40 years of age or older?  Yes  No

**Zip-Code Where You Live:** \_\_\_\_\_

**How did you hear about Pendleton Community Bank and / or this position?**

Website

Walk In

Radio

Newspaper - Name of Paper \_\_\_\_\_

Employee Referral

Agency Referral – Name of Agency \_\_\_\_\_

School Recruitment – Name of School \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return the completed survey to Monika Eckard, VP Human Resources via email, fax, traditional mail, or by dropping it off at any PCB location. All contact information is as follows:

**Monika L. Eckard**

*VP Human Resources*

**Pendleton Community Bank**

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Franklin, WV 26807

Phone: 304-358-2311

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