



Office of Human Resources
219 Rock Street
Bluefield, WV 24701
(304) 327-4013

EQUAL OPPORTUNITY EMPLOYER INFORMATION

The information requested below regarding your race, sex, age, disability, and veteran status is needed for the purpose of completing important government reports to help determine the College's program in hiring minorities, females, veterans, etc. In order to comply with federal reporting requirements any information not provided by the applicant that is required for legal compliance will be supplied by the College on a "best knowledge" basis as required by law. **This confidential information will not be viewed by the interviewing parties and will be retained separately to facilitate the reporting and auditing of affirmative action progress.**

Please enter information as indicated:

Date of Completion:
Mo Day Yr

Check the Correct Box Male Female

DISABILITY. A disabled individual is any person who 1) has a disability which substantially limits one or more of the major life activities, 2) has a record of such impairment, or 3) is regarded as having such an impairment (Check the box below that applies to you.)

Do you have a disability? YES NO

Please mark the item which best describes your primary racial/ethnic background.

Mark only one item.

- BLACK** – a person having origins in one of the black racial groups of Africa.
- HISPANIC** – a person of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
- WHITE** – a person having origin in any of the original people of Europe, North Africa, or Middle East.
- AMERICAN INDIAN OR ALASKAN NATIVE** – a person having origins in any of the original people of North America and maintains a cultural identification through tribal affiliation or community recognition.
- ASIAN / PACIFIC ISLANDER** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Age: Below 18
 18-29
 30-39
 40-65
 Above 65
DOB: _____

Vietnam Veteran: Yes
 No

Disabled Veteran: Yes
 No

Other Eligible Veteran: Yes
 No

Applicant Source: Walk-In
 Unsolicited
 Employee Referral
 Employment Agency/Placement
 Employment Agency – Minority
 Professional Journal

Friend/Relative
 BSC Advertisement
 Newspaper Advertisement
 WV Employment Office
 Job Service
 Other _____

Position Title: _____

I certify that I fully understand the College's purpose in obtaining the above information and further certify that my responses are true.

Print Name

Signature

Date

**FOR
INTEROFFICE
USE ONLY**

EEO Occupational Category

- Executive, Administrative, Managerial
- Professional Non-Faculty
- Technical/ParaProfessional
- Secretarial/Clerical/Administrative Support
- Service, Maintenance, Protective Service,
Janitors & Cleaners
- Skilled Crafts
- Professional Instructional (Faculty)

Disposition

- Hired
- Qualified – Refused Offer \$_____
- Qualified – Refused Offer - Location
- Qualified – Refused Offer – Better Opportunity
- Qualified – Refused Offer – Nature of Job
- Qualified – Refused Offer – Other Reason
- Not Qualified - Education
- Not Qualified – Experience
- Other – Not Selected