



VOLUNTARY PRE-EMPLOYMENT INFORMATION



Water & Air Research, Inc. (Water & Air) is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmation Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as disabled, disabled veteran, veteran of the Vietnam Era or other minority. In extending this invitation, you are advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain **CONFIDENTIAL** within the Human Resources Department; and (c) **responses will only be used to comply with Federal, State, and EEOC reporting, record keeping, and other legal requirements and to include in our Affirmative Action Plan.** We are a company that values diversity and actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. Please consider completing the information requested below. Water & Air appreciates your cooperation.

Name _____ Date _____

Position Applied For _____ Gender Male Female

How did you learn of Water & Air's employment opportunities?

- Colleague Referral
- Former Colleague
- Employ Florida
- Water & Air Website
- State Employment Agency
- College Recruiting
- Internet Posting
- Other _____

Race or Ethnic Identity

- White (not Hispanic or Latino)
- Black or African American
- Hispanic or Latino
- Asian
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native
- Two or More Races

Veteran Status

- Disabled Veteran
- Special Disabled Veteran
- Vietnam Era Veteran
- Other Protected Veteran
- Recently Separated Veteran
- Armed Forces Service Medal Veteran

EEOC Race and Ethnic Identification Categories

- **White** (not Hispanic or Latino) - Original peoples of Europe, Middle East, or North Africa.
- **Black or African American** - Origins in any of the black racial groups of Africa.
- **Hispanic or Latino** - Cuban, Mexican, Puerto Rican, South/Central American, or other Spanish culture or origin regardless of race.
- **Asian** - Original peoples of the Far East, Southeast Asia, or Indian Subcontinent, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, and Vietnam.
- **Native Hawaiian or Other Pacific Islander** - Original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **American Indian or Alaska Native** - Original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races** - Persons who identify with more than one of the above five races.

EEOC Veteran Identification Categories

- **Disabled Veteran** - 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 an individual who was discharged or released from active duty because of a service-connected disability.
- **Special Disabled Veteran** - Defined as a veteran 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 rated at 30 percent or more; or rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or an individual who was discharged or released from active duty because of a service-connected disability.

- **Veteran of the Vietnam Era** - Defined as an individual who served on active duty for a period of more than 180 days, and was discharged or released with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or between August 5, 1964, and May 7, 1975, in all other cases; or was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or between August 5, 1964, and May 7, 1975, in all other cases.
- **Other Protected Veteran** - An *active duty wartime or campaign badge 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; or an *Armed Forces service medal 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 (61 FR 1209).
- **Recently Separated Veteran** - 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.
- **Pre-JVA Veteran** - Defined as an individual who is an employee of or applicant to a contractor with a contract of \$25,000 or more entered into prior to December 1, 2003 and unmodified since to \$100,000 or more, and who is a special disabled veteran, veteran of the Vietnam era, pre-JVA recently separated veteran, or other protected veteran.
- **Armed Forces Service Medal Veteran** - Defined as any 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.
- **Active Duty or Wartime Campaign Badge Veteran** - Defined as 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.

Why am I receiving this form?

Water & Air is a Federal contractor or subcontractor and is required by Federal law to reach out to, recruit, and provide equal opportunity to qualified individuals who have disabilities. The Federal Government requires contractors and subcontractors to invite applicants, new hires, and colleagues to tell us whether they have or previously had a disability. Water & Air will use this information to measure the effectiveness of our outreach, recruitment, and other employment practices. Because an individual who does not now have a disability may become disabled at a later time, we are required to invite our colleagues to self-identify on an annual basis.

Submission of this information is **VOLUNTARY**, will be kept **CONFIDENTIAL** in accordance with Federal law, and will not affect our consideration of your application or subject you to negative treatment of any kind. Colleagues may self-identify as having a disability on this form without fear of any penalty for not having self-identified as having a disability on a previous form.

What qualifies as a disability?

An individual has a disability if he or she has a physical or mental impairment or medical condition that **SUBSTANTIALLY LIMITS** a major life activity, or has a history or record of such an impairment or medical condition.

For the purposes of this definition, an individual with disabilities is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of their disabilities.

For the purposes of this definition, major life activities include, but are not limited to: seeing, hearing, eating, walking, standing, sitting, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and performing manual tasks. Major life activities also include the operation of major bodily functions such as: the immune system, skin, normal cell growth, bowel, bladder, neurological, circulatory, cardiovascular, endocrine, hemic (blood), lymphatic, and reproductive functions.

Based upon the description provided above, do you qualify as having a disability?

Yes, I have or previously had a disability

No, I do not have or wish to identify as having a disability

Reasonable Accommodation Notice

Federal law requires Water & Air to provide reasonable accommodation to qualified individuals with disabilities as long as doing so does not create an undue hardship to the company. If, because of your disability, you require a reasonable accommodation such as a change to application or work procedures, documents in an alternate format, sign language interpreter, or specialized equipment, please let us know by contacting Human Resources.