

**University of Pennsylvania Affirmative Action Program
For Persons with Disabilities and Covered Veterans**

**VOLUNTARY SELF-IDENTIFICATION FORM
(For Use Only by Current Penn Faculty and Staff)**

The University of Pennsylvania (Penn) complies with section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. Both laws require that Penn adopt affirmative action programs and take affirmative action to employ and advance in employment qualified individuals with disabilities and covered veterans (i.e., qualified individuals who are special disabled veterans and Vietnam era veterans). Penn also complies with the Americans with Disabilities Act of 1990 and the Veterans Employment Opportunities Act of 1998.

Additionally, each year Penn must submit its annual VETS-100 Report on the employment of target veterans (see categories and definitions below) to the U.S. Department of Labor.

As part of Penn's affirmative action program, current Penn faculty and staff are invited to identify their disability and/or covered veteran status to the Office of Affirmative Action and Equal Opportunity Programs. Completion of this form is voluntary. Refusal to complete and return this self-identification form will not subject you to any adverse treatment nor will the information provided be used in any manner inconsistent with the law. The information you provide is kept confidential, except that

1. Administrators, managers, and supervisors may be informed of any work restrictions or reasonable accommodations;
2. First aid or safety personnel may be informed, to the extent necessary, to administer any emergency treatment; and
3. Government officials may be informed as they investigate/audit Penn's compliance with the law.

Current faculty and staff may identify their disability and/or veteran status at any time during the course of employment with Penn. If you would like to let us know whether you are a disabled individual, a special disabled veteran, and/or a covered veteran (refer to categories), we invite you to print out this form and return it by mail to the Office of Affirmative Action and Equal Opportunity Programs.



Office of Affirmative Action and Equal Opportunity Programs

3600 Chestnut Street

Sansom Place East, suite #228

Philadelphia, PA 19104-6106

215-898-6993 (phone)

215-898-7803 (TDD)

215-662-7862 (fax)

VOLUNTARY SELF-IDENTIFICATION FORM

Name: _____

Department/Office: _____

Work Address: _____

Work Phone: _____ PENN ID #: _____

Please check the category (ies) that applies:

Disabled Individual

A person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Persons also included within the definition of individuals with disabilities are those who:

- (1) Have successfully completed a supervised drug rehabilitation program and are no longer engaging in the illegal use of drugs, or have otherwise been rehabilitated successfully and are no longer engaging in such use;
- (2) Are participating in a supervised rehabilitation program and are no longer engaging in such use; or
- (3) Are erroneously regarded as engaging in such use, but are not engaging in such use.

Special Disabled Veteran

A person who (1) is entitled to disability veteran compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more or rated 10-20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106; or (2) was discharged or released from active because of a service-connected disability.

Vietnam Era Veteran

A veteran who (1) served more on active duty for a period of more than 180 days, and was discharged or released with other than dishonorable discharge if any part of such active duty occurred (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 because of a service-connected disability in 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.

Newly Separated Veteran

A veteran who served on active duty in the U.S. Military during the three year period beginning on the date of such discharge or release from active duty.

Other Protected Veteran

A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985.

Describe any accommodation(s), if needed, to perform the job: