University of Pennsylvania Faculty and Staff Voluntary Self-Identification Form

The University of Pennsylvania is an equal opportunity employer. As a federal contractor, Penn complies with federal regulations pertaining to affirmative action, equal opportunity, and nondiscrimination. We ask your assistance in helping us to meet our federal compliance obligations of monitoring our recruitment, promotion and retention processes.

Name ___________________________________________ Penn ID __________________________________

Sex: ☐ Female ☐ Male

The race and ethnicity categories below have been defined by the U.S. Departments of Education and Labor.

I. Are you Hispanic or Latino? -- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

☐ Yes ☐ No

Which best describes your country/continent of origin?

☐ Central America _____________________________ ☐ Cuba
☐ Mexico _____________________________ ☐ Puerto Rico
☐ Spain _____________________________ ☐ South America (excluding Brazil)______________________
☐ Other ______________________________

II. Regardless of your answer to the question above, please check the groups below in which you consider yourself to be a member:

☐ American Indian/Alaska Native -- A person having origins in any of the original peoples of North America and South America (including Central America) and who maintain their tribal affiliation or community attachment.

Which best describes your country/continent of origin?

☐ Alaska Native _____________________________ ☐ Chippewa
☐ Choctaw _____________________________ ☐ Cherokee
☐ Navajo _____________________________ ☐ Sioux
☐ Other ______________________________

☐ Asian -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.

Which best describes your country/continent of origin?

☐ China _____________________________ ☐ India
☐ Japan _____________________________ ☐ Korea
☐ Pakistan _____________________________ ☐ Philippines
☐ Vietnam _____________________________ ☐ Other ______________________________

☐ Black or African American -- A person having origins in any of the black racial groups of Africa.

Which best describes your country/continent of origin?

☐ Africa _____________________________ ☐ Caribbean _____________________________
☐ Other ______________________________

☐ Native Hawaiian or other Pacific Islander -- A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Which best describes your country/continent of origin?

☐ Guam _____________________________ ☐ Hawaii
☐ Samoa _____________________________ ☐ Other (excluding Philippines)______________________
White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Which best describes your country/continent of origin?

- Europe
- Middle East
- Other

Self-identification of a disability or veteran status is strictly voluntary. Declining to provide this information will not subject you to any adverse treatment. The information you provide on this form will be treated as confidential and completed forms are maintained in files separate from that individual’s personnel file and are held in strict confidence, except that:

1. Administrators, managers, or 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 review the forms in conjunction with an investigation or audit of the University’s compliance with relevant federal, state or local law.

Under federal law, a person with a disability is defined as follows:

- Person with a Disability – 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 impairment; or (3) is regarded as having such impairment.

Faculty and staff who wish to request a reasonable accommodation should contact the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, Suite 228, 3600 Chestnut Street, (215) 898-6993 (voice), (215) 898-7803 (TDD), oaeuop@pobox.upenn.edu, or visit our website at http://www.upenn.edu/affirm-action/accommodations.html. Students should contact the Office of Student Disabilities Services, Weingarten Learning Resources Center, 3820 Locust Walk, Suite 110, (215) 573-9235 for all academic related accommodations. For student accommodations relating to on-campus employment, contact the Office of Affirmative Action and Equal Opportunity Programs.

Veteran status is defined as follows by the U.S. Department of Veterans Affairs. Please check all that apply.

- Armed Forces Service Medal Veteran - 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 12983 (61 Fed. Reg. 1209).

- Disabled Veteran - (i) 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 (ii) a person who was discharged or released from active duty because of a service-connected disability.

- Recently Separated Veteran - a 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.

- Vietnam Era Veteran - a person who: (i) 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 (ii) 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.

☐ Other Protected Veteran – 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.
Information required to make this determination is available at
http://www.opm.gov/veterans/html/vgmedal2.htm. A copy of the list also may be obtained by calling
(301) 306-6752 and requesting that a copy of the list be mailed to you.

Why are you being asked to complete this form?
The University of Pennsylvania is committed to achieving eminence through inclusion and a commitment to
recruiting a diverse and talented workforce. As a federal contractor, Penn has affirmative action programs for
covered veterans, people with disabilities, women and minorities. The University is required to offer applicants,
including individuals with disabilities and covered veterans the opportunity to voluntarily self-identify.

If you are a person with a disability as defined by law, we invite you to self-identify. Self-identification of your
disability or veteran status is strictly voluntary. Those who self-identify, or elect not to do so, will
not be subjected to any adverse treatment. This information is maintained separate from your application and is held
in strict confidence.

How do I know if 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 impairment or medical condition.

Disabilities include, but are not limited to:
- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the following boxes:
[ ] Yes, I have a disability (or previously had a disability)
[ ] No, I don’t have a disability
[ ] I don’t wish to answer
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If you have questions or request additional information, please call the Office of Affirmative Action and Equal Opportunity Programs at (215) 898-6993 (voice), (215) 898-7803 (TDD), or e-mail oaaeop@pobox.upenn.edu

Signature: ___________________________  Date: ___________________________