



**AFFIRMATIVE ACTION APPLICANT DATA CARD**

Return to: Dept. Address \_\_\_\_\_

Name \_\_\_\_\_  
Last First & Middle Initial

Date \_\_\_\_\_ Sex: Male  Female  Position Applied For \_\_\_\_\_

The University's commitment to equal opportunity, nondiscrimination, and affirmative action is realized through its Affirmative Action Compliance Plan. This Plan and legal\* responsibilities to equal employment opportunity require periodic reports of job applicants by race/ethnic categories, sex, and veteran status. This information is voluntary and will be kept confidential. PLEASE CHECK THE APPLICABLE CATEGORIES IN **A** AND **B** BELOW:

- A.**  Hispanic/Latino  Not Hispanic/Latino
- B.**  American Indian or Alaska Native  Asian  Black or African American  
 Native Hawaiian or Other Pacific Islander  White

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination

\* LAWS AND REGULATIONS: Civil Rights Act of 1964; Equal Pay Act; Age Discrimination Act; Rehabilitation Act; Education Amendments; Vietnam Veterans Readjustment Act; Executive Order 11246; The Pennsylvania Human Relations Act; the Americans with Disabilities Act (ADA). The categories are defined as follows:

- A. Hispanic or Latino: Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. American Indian or Alaskan Native: All persons having origins in any of the original people of North and South America, including Central America, and who maintain a tribal affiliation or community attachment.

Asian: All persons 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, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: All persons having origins in any of the Black groups of Africa.

Native Hawaiian or Other Pacific Islander: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

# **INSTRUCTIONS FOR COMPLETING *AFFIRMATIVE ACTION APPLICANT DATA CARD***

## **For Faculty / Executive / Administrator:**

Originating Office will:

1. Indicate the card's return address.
2. Indicate the position applied for.

Applicant will:

3. Print name, date, and indicate sex.
4. Check appropriate boxes in Sections A and B to indicate race and ethnicity as defined at the bottom of the form.
5. Sign the form and return it to the indicated departmental return address.

## **For Staff:**

Originating Office (if different than the Office of Human Resources) will:

1. Enter the Office of Human Resources - Employment Division.
2. Indicate the position applied for.

Applicant will:

3. Print name, date, and indicate sex.
4. Check appropriate boxes in Sections A and B to indicate race and ethnicity as defined at the bottom of the form.
5. Sign the form and return it to the Office of Human Resources - Employment Division.