

PLEASE DO NOT ATTACH THIS TO YOUR APPLICATION

CITY OF MENASHA – PERSONNEL DEPARTMENT – RECRUITMENT INFORMATION

This form is not a part of your application for employment and will stay separate from the application. Your answers will neither help nor hinder your chance for City employment. They will, however, help us to assess our recruiting effort as well as to monitor the progress of the City’s Affirmative Action efforts. Filling out this form is voluntary. We ask your cooperation in providing us with the following information.

PLEASE PRINT OR TYPE

1. **NAME:** _____
Last First M.I.

2. **ADDRESS:** _____

3. **POSITION APPLYING FOR:** _____

4. **GENDER:** Please check Male Female

5. **RACIAL GROUP:** How do you describe yourself in terms of the following groups?

<input type="checkbox"/> A	White, not of Hispanic origin – Peoples having origins in any of the original peoples of Europe, North Africa, or the Middle East.	<input type="checkbox"/> F	Hispanic or Latino (white race only) – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the white race.
<input type="checkbox"/> B	Black or African American, not of Hispanic origin – Peoples having origins in any of the black racial groups of Africa.	<input type="checkbox"/> G	Hispanic or Latino (all other races) – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than white.
<input type="checkbox"/> C	Asian – Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, and the Philippine Islands.	<input type="checkbox"/> H	American Indian or Alaskan Native – a PERSON WITH ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF North America and South America (including Central America)n who maintains cultural identification through tribal affiliation or has community attachment.
<input type="checkbox"/> D	Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	<input type="checkbox"/> I	Race Missing or Unknown – Applies to applicants only when a resume or application that is screened is received with no racial or ethnic identification, and no further contact is made with the applicant.
<input type="checkbox"/> E	Hispanic or Latino (all races) – Persons of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish culture or origin, regardless of race. Portuguese individuals should be excluded from this category and classified according to race.		

6. **RECRUITMENT:** How did you hear about the job which you are applying for? (Check one only)

- | | |
|--|---|
| <input type="checkbox"/> A Appleton Post Crescent | <input type="checkbox"/> E Word of mouth from _____ |
| <input type="checkbox"/> B Another newspaper/journal _____ | <input type="checkbox"/> F City of Menasha website |
| <input type="checkbox"/> C Employment Inquiry Form on file with City | <input type="checkbox"/> G Internet website _____ |
| <input type="checkbox"/> D Bulletin board at _____ | <input type="checkbox"/> H Other _____ |

7. **VETERAN STATUS:** (Please check one)

- A None B Veteran – Branch of service _____ C Active Reserves
Years _____ Type of discharge _____

The American with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or who is regarded as having such an impairment.”

Based on this definition, are you an individual with a disability? Yes No