

Cornhusker Place of Lincoln - Lancaster County, Inc

An Equal Employment Opportunity Employer (EEO)

To All Applicants:

The following information will in no way affect decisions regarding you as an individual applicant. The hiring supervisor will not have access to this survey. This information is used to find out how effective our recruitment efforts are in reaching all segments of population, in the validation of our selection methods and for the purpose of Federal Equal Employment Opportunity reporting. Please give us your cooperation by completing this voluntary questionnaire.

Instructions: Please circle only one number for each question below.

A. What sex are you?

1. Male 2. Female

B. What is your age?

1. 19 or less 2. 20-29 3. 30-39 4. 40-49 5. 50-59 6. 60-69 7. 70 or over

C. What is the highest level of education you have attained?

1. 0-8 years 2. 9-12 years 3. High school graduate or GED 4. Post high school vocational or business school training 5. College, less than B.A. or B.S. degree 6. B.A. or B.S. or similar degree 7. M.S. or similar professional degree 8. Ph.D., J.D., L.L.B. or similar professional degree 9. M.D. or similar professional degree

D. Of which racial/ethnic group do you consider yourself a member?

1. American Indian/Native American 2. Black/African American 3. Asian or Pacific Islander 4. Hispanic/Latino 5. Caucasian

E. How did you file this application?

1. In Person 2. U.S. Mail 3. Fax

F. How did you learn about this job?

1. NE Job Service 2. School 3. Newspaper 4. Television 5. Current or Former Employee 7. Other _____ 6. Agency representing minorities/women/disabled/aged

G. Military Service

1. Not a Veteran 2. Yes-Veteran 3. Yes-Viet Nam Era Veteran 4. Yes-Disabled Veteran

Name: _____ Date of Birth: _____ SS #: _____ Date: _____

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IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION - This application is to assist with possible employment. Certain information requested on the application is private. Below is clarification as to why we ask for the information.

Private Data	Why We Ask for It	Are you legally obligated to provide it?	What May Happen if You don't Provide it.
Social Security Number	Computer retrieval. To distinguish you from all other applicants; to make processing more efficient.	No	Retrieval for consideration of positions you have shown an interest in may be difficult. It also helps to ensure that we do not confuse your record with others.
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may cause rejection of your application.
Address	To be able to send employment information and other notices.	No	Failure to provide information will cause non-receipt of notices and employment information.
Telephone number where you can be reached or receive messages	To be able to contact you to determine availability for interview.	Yes	We may not be able to employ you in certain jobs where you may be required to come to work on short notice. Will cause substantial delay in evaluating your application and may have a negative impact on your securing a position on short notice.
Conviction Record	To determine whether we may legally consider an application from you and to determine whether your record may be a job related consideration.	Yes	We will not be able to make determinations required by law.
Citizenship	To determine if we may legally consider an application.	Yes	Certain jobs require US citizenship. All jobs require individuals have the legal right to work in this country according to federal regulations.
Relatives	No member of the immediate family of any supervisor will be employed in that supervisor's department or division, except with written approval.	Yes	Failure to provide information may be cause for rejection of your application.

Explanation of the Equal Employment Opportunity Survey Usage

Sex, Age Group, Racial/Ethnic Group, Handicapped Status, Veteran Status.	To be able to make Equal Opportunity reports as required by law and to provide affirmative action	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
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Racial/Ethnic Group Identification

1. American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.	2. Black (not of Hispanic Origin). All persons having origins in any of the Black racial groups of Africa.	3. Asian or Pacific Islanders. All persons having origins in any of the original peoples of Southeast Asian, Far East, Indian Subcontinent or the Pacific Islands. For example: China, Philippine Islands, Samoa, Japan and Korea.	4. Hispanic. All persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.	5. White (not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
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