

Applicant Self-Identification Questionnaire

INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

Anti-Discrimination Notice. It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin.

This employer is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require the employer to invite employees to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires this employer to determine this information by visual survey and/or other available information.

For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the seven categories identified below. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may mark only one of the boxes presented below.

INVITATION TO SELF-IDENTIFY

PLEASE ANSWER THE FOLLOWING QUESTION

What is your race/ethnicity? Please mark the **one box** that describes the race/ethnicity category with which you primarily identify.

- Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - Black or African American:** a person having origins in any of the black racial groups of Africa.
 - Asian:** a person 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, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
 - Two or More Races:** a person who primarily identifies with two or more of the above race/ethnicity categories.
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Source of information about this vacancy: (Circle all that apply.)

- 1) Company Website
- 2) Newspaper
- 3) Radio/Television Broadcast
- 4) Current Bigfork Valley employee
- 5) Bigfork Valley Human Resources Office
- 6) Federal, State, or Local Job Information Center or Employment Office
- 7) Social Media (please specify: _____)
- 8) Online Job Board (please specify: _____)
- 9) Other (please specify: _____)



NOTICE OF ADOPTION OF PRE-EMPLOYMENT DRUG TESTING POLICY

Bigfork Valley has adopted a Drug Testing Policy for all job applicants who have received a conditional offer of employment, effective June 1st, 2004. Violation of this policy can result in revocation of the job offer.

Drug testing will be conducted on all job applicants who have been made conditional offers of employment.

All testing for drugs will be conducted by a legally authorized laboratory. Precautions will be taken to maintain the confidentiality of test results.

Applicants who test positive on a confirmatory test will have their offers of employment revoked.

Copies of the Bigfork Valley Pre-Employment Drug Testing Policy will be issued to all applicants who have been made conditional offers of employment.

Bigfork Valley
CONFIDENTIAL REFERENCE REQUEST

Concerning (name) _____

Address _____

I hereby authorize the facility/institution/individual named below to release all information requested on this confidential reference request.

Applicant's signature _____

This notice is being sent to verify previous employment or to request a personal reference for the above-named applicant. Your evaluation of him/her will be sincerely appreciated and will be held in confidence. As the applicant's employment is pending, an early reply is greatly appreciated. Thank you.

EMPLOYMENT VERIFICATION

Employer Name and Address: _____

Dates of Employment: From _____ To _____ Position held _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Would you rehire? _____

Comments: Attendance _____ Initiative _____

Quality of work _____ Cooperation _____

Other: _____

Signature: _____

PERSONAL REFERENCE

Your Name: _____

Relationship to candidate: _____

Comments: Dependability _____ Initiative _____

Knowledge of work habits: _____ Honesty _____

Cooperation: _____

Other: _____

Signature: _____

Please mail or fax this form to:
Bigfork Valley, Human Resources Department, P.O. Box 258, Bigfork, MN 56628
Fax: (218)-743-3559
Thank you!

HR Personnel Signature: _____
Bigfork Valley

IF MORE SPACE IS NEEDED, PLEASE USE REVERSE SIDE

