



# UNITED METHODIST CHILDREN'S HOME

## APPLICANT DATA RECORD



CREDIBILITY · INTEGRITY · ACHIEVEMENT

Applicants are considered for all positions without regard to race, color, gender, national origin, age, marital or veteran status, medical condition or handicap.

To help the Human Resources Department evaluate our efforts as an equal opportunity employer, please complete this Applicant Data Record. Your responses to these questions will be used only to study recruiting and employment patterns, and to furnish information for periodic government reports.

This Applicant Data Record will be kept in a confidential file, separate from the Employment Application.

We appreciate your cooperation. Refusal to complete this Data Record will not jeopardize or adversely affect any consideration you may receive for employment.

### PLEASE PRINT

#### Section 1: General Applicant Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
(First) (Middle) (Last)

Position(s) Applied For \_\_\_\_\_ Location(s) \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender  Male  Female  
Month Day Year

Marital Status  Married  Single  Divorced  Widow

#### Section 2: Race/Ethnic Identity (Please Check One)

- African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- American Indian/Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original people of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original people of the Far East, Southeast Asia or the Indian Subcontinent, including, for example: Cambodia, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Hispanic or Latino** – A person of Cuba, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.
- Native Hawaiian/Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the people of Hawaii, Guam, Samoa or other Pacific Islands.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five (5) races.
- White (Not Hispanic or Latino)** – A person having origins in any of the original people of Europe, the Middle East or North Africa.

**Section 3: Veteran Status** (If applicable, please check one)

- Vietnam Era Veteran** – Defined as a veteran who a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and M ay 7, 1975.
  
- Special Disabled Veteran** – Defined as a veteran who is entitled to compensation (or who but for receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability i) rated at 30% or more or ii) rated at 10% or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.
  
- Other Eligible Veteran** – Defined as any veteran who served in a 'war' declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.

**Section 4: Other** (If applicable, please check)

- Individual with Disabilities** - Defined as a person who 1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(ies), 2) has a record of such impairment(s), 3) is regarded as having such impairment(s). For purposes of this definition, an individual with a disability(ies) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(ies).

**FOR HUMAN RESOURCES USE ONLY**

Is Position(s) Applied For Available?     Yes     No

Position Requisition(s) \_\_\_\_\_ Job Group \_\_\_\_\_

Position Requisition(s) \_\_\_\_\_ Job Group \_\_\_\_\_

Position Requisition(s) \_\_\_\_\_ Job Group \_\_\_\_\_