WOODS HOLE OCEANOGRAPHIC INSTITUTION

POST-EMPLOYMENT/FELLOWSHIP OFFER
VOLUNTARY SELF-IDENTIFICATION FORM

The Woods Hole Oceanographic Institution (WHOI) is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, WHOI invites employees to voluntarily self-identify their race or 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 laws, executive orders, and regulations, including those which require information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. If you choose to provide us with this information, you may do so at this time or at any time in the future.

Please see the reverse for information regarding race/ethnicity classifications or the definitions of Disability, Special Disabled Veteran, Veteran of the Vietnam Era, or Veteran of other wars, campaigns, or other expeditions, or contact Human Resources at x2705.

Name: _____ Employee #: _____
Date of Hire: _____ Gender: _____ Male _____Female

Please specify your **Race/Ethnicity** classification by checking one of the following categories.

_____ Hispanic or Latino
_____ White (not Hispanic or Latino)
_____ Black or African American (not Hispanic or Latino)
_____ Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
_____ Asian (not Hispanic or Latino)
_____ American Indian or Alaska Native (not Hispanic or Latino)
_____ Two or More Races (not Hispanic or Latino)

If you are an **individual with a disability**, it would assist us if you tell us about any accommodations we could make which would enable you to perform the job properly and safely. This may include special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

_____
_____
_____

If you are a United States **Veteran**, please provide your branch of service _____
_____and the dates you were in service: _____
Are you a Veteran of the Vietnam Era? ___Yes ___ No
Are you a Special Disabled Veteran? ___Yes ___ No
Are you a Veteran of another war, campaign, or other expedition for which a campaign badge has been authorized? ___Yes ___ No

RACE/ETHNIC, DISABILITY and VETERAN IDENTIFICATIONS

Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
White (not Hispanic or Latino)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Black or African American (not Hispanic or Latino	A person having origins in any of the Black racial groups of Africa.
Native Hawaiian or Other Pacific Islander (not Hispanic or Latino	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Asian (not Hispanic or Latino)	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
American Indian or Alaska Native (not Hispanic or Latino)	A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
Two or More Races (not Hispanic or Latino)	All persons who identify with more than one of the above five races.
Individual with a Disability	Any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. "Major life activities" include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. For the major life activity of working, an individual with a disability is considered "substantially limited" if the person is significantly restricted in the ability to perform either a class of jobs or a broad range of jobs in various classes as compared to the average person having comparable training, skills, and abilities.
Special Disabled Veteran	A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment handicap, or (2) a person who was discharged or released from active duty because of a service connected disability.
Veteran of the Vietnam Era	A person who served more than 180 days of active military, naval, or air service, any part of which was during the period between February 28, 1961 and May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, and between August 5, 1964 and May 7, 1975 in all other cases and who (1) was discharged or released with other than a dishonorable discharge or (2) was discharged or released from active duty because of a service connected disability.
Other Veteran	A veteran of the US military who served on active duty either (1) *during* a war <u>or</u> (2) *in* a campaign or expedition for which a campaign badge has been authorized.