

NOTICE TO ALL EMPLOYEES AND PROSPECTIVE EMPLOYEES

The Chicago Zoological Society is a government contractor subject to Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA). These statutes require the Society to take affirmative action to employ and advance in employment qualified minorities, females, veterans of the Vietnam era, other protected veterans, and recently separated veterans.

If you belong to one of these protected groups and would like to be considered under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. The information will assist us in meeting our affirmative action obligations. Our affirmative action program contains policies and procedures to assure compliance with our Section 503 and VEVRAA obligations. **Submission of this information is purely voluntary** and choosing not to disclose this information will not subject you to any adverse treatment. The information provided will be held strictly confidential and separate from your application and personnel file, if hired, and only in ways that are consistent with the law. The following definitions should be reviewed before completing the form:

Vietnam Era Veteran: A person who 1) served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or b) between August 5, 1964 and May 7, 1975, in all other cases; or 2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or b) between August 5, 1964 and May 7, 1975, in all other cases.

Other Eligible Veteran: A veteran who served on active duty during a war or in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded. This includes veterans with active duty service between 12/7/41 and 4/28/52 (considered to be veterans of WWII) as well as veterans who served in other covered military engagements.

Recently Separated Veteran: Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty.

The Society's Affirmative Action Program may be inspected by employees and applicants upon request between 10:00 a.m. and 5:00 p.m. in the Human Resources office.



Chicago Zoological Society

An Equal Opportunity/Affirmative Action Employer

VOLUNTARY SELF-IDENTIFICATION

The Society takes affirmative action to employ and advance in employment qualified minorities, females, veterans of the Vietnam era, other protected veterans, and recently separated veterans. Qualified applicants are considered for employment and employees are treated during employment without regard to race, color, religion, gender, age, national origin, citizenship, ancestry, marital status, veteran status, medical condition, or sexual orientation. Solely for recordkeeping and reporting purposes, we request that you complete this Voluntary Self-Identification Sheet. **Completion of this form is purely voluntary.** Refusal to provide the information will in no way subject you to any adverse treatment. This information will be used only in accordance with applicable regulations and government recordkeeping and reporting requirements. This information will be held strictly confidential and separate from your application and the personnel file and will not be used in consideration for your employment.

Name: _____ Phone No. () _____
(Last) (First) (Middle Initial)

Address: _____
(Number, Street) (City) (State) (Zip code)

Position Applied for: _____

Referral Source:

- Advertisement
- Zoo Web Site
- Community Agency
- Employee Referral
- Internet Job Posting
- School Job Counselor
- Community Job Fair
- Zoo Job Fair
- Other _____

List specific name of source if known: _____

Please check any below that apply.

Gender: Male Female

Ethnicity:

- White*
- Black or African American*
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander*
- Asian*
- American Indian or Alaskan Native*
- Two or More Races*

* Not Hispanic or Latino

Disabled/Veteran Status:

- Vietnam Era Veteran
- Other Eligible Veteran
- Recently Separated Veteran – Date of Separation ____/____/____

Signature _____ Date _____

Return completed form to:

Chicago Zoological Society · Brookfield Zoo
Human Resources Department
3300 Golf Road
Brookfield, IL 60513