

University of Pennsylvania
Voluntary Self-Identification Form

SAS Form 99-3b

The University of Pennsylvania (Penn) is an equal opportunity employer with a policy of non-discrimination. As a federal contractor, Penn must comply with federal regulations pertaining to affirmative action, equal opportunity, and non-discrimination. We ask your assistance in helping us to meet our federal compliance obligations of monitoring our hire, internal hire and transfer processes.

Completion of this form is strictly voluntary. Refusal to complete this form will not subject you to any adverse treatment. The information you provide on this form will be maintained confidentially.

Name _____ Sex: (M) (F) _____ Job Requisition-Ref. No. _____

Job Title _____ Org. No. _____ Department No. _____

The concept of race as used by the Federal government does not denote clear-cut scientific definitions of anthropological origins. A person may be included in the group to which s/he appears to belong, identifies with, or is regarded in the community as belonging. The race/ethnicity categories below have been defined by the U.S. Office of Federal Contract Compliance.

1. Please identify your race/ethnicity by checking one of the categories listed below.

American Indian or Alaskan Native

A person with origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or has community recognition as an American Indian or Alaskan Native.

Asian – Pacific Islander

A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic and Samoa; and, on the Indian Subcontinent, includes India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan.

Black (or African American)

An individual, not of Hispanic origin, with origins in any of the black racial groups of Africa.

Hispanic (or Latino)

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. This does not include persons of Portuguese descent or persons from Central or South America who are not of Spanish origin or culture.

White

An individual, not of Hispanic origin, with origins in any of the original peoples of Europe, North Africa, or the Middle East.

2. Veteran status is Federally defined by the following categories. (Please check all that apply to you)

Vietnam Era Veteran

A person who served on active duty for a period of more than 180 days, and was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability if any part of such active duty occurred in the Republic of Vietnam between 02/28/1961 and 05/07/1975, or in all other cases between 05/05/1964 and 05/07/1975.

Recently Separated Veteran

Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty. (Effective December 1, 2003, recently separated veteran shall include any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty).

Other Eligible Veteran

A person who, as a member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and who was discharged or released from such duty with other than a dishonorable discharge.

Employee Signature: _____

Date: _____

BUSINESS ADMINISTRATOR USE ONLY

Personnel Payroll Codes:

R = Asian

C = Caucasian

A = Native American

B = African American

S = Hispanic

Upon entering the correct code into the Personnel Payroll System, please forward this form to Human Resources, Records Department