

# Applicant Data Form

Completion of Information Below is Voluntary  
 (Revised Sept. 2006)

**PLEASE RETURN THIS FORM TO HR MANAGER, NORTHERN VIRGINIA DAILY, 152 N. HOLLIDAY ST., STRASBURG, VA 22657, FAX TO (540) 465-6169 OR EMAIL TO HUMANRESOURCES@NVDAILY.COM**

The federal government requires that an employer maintain records on the race, sex, and ethnic group of its applicants (See Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. 60-3, 1st seq. 1978). In order to comply with these requirements, the Northern Virginia Daily requests that you supply the information sought below. The information is for record keeping purposes only, and will not in any way affect any employment decisions. This questionnaire will be kept separately from your application and will be kept confidential. Refusal to provide this information will not subject you to adverse treatment.

**PLEASE PRINT**

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_\_

Referral Source

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> WALK-IN                    | <input type="checkbox"/> GOVERNMENT EMPLOYMENT AGENCY | <input type="checkbox"/> PRIVATE EMPLOYMENT AGENCY |
| <input type="checkbox"/> EMPLOYEE                   | <input type="checkbox"/> RELATIVE                     | <input type="checkbox"/> SCHOOL                    |
| <input type="checkbox"/> ADVERTISEMENT SOURCE _____ |   | <input type="checkbox"/> OTHER                     |

Name of person who referred you (if applicable) \_\_\_\_\_

**APPLICATION INFORMATION**

Name \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Check One:  Male  Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- |  |   |
|--|---|
| <input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE                  | <input type="checkbox"/> NATIVE HAWAIIAN/PACIFIC ISLANDER |
| <input type="checkbox"/> HISPANIC OR LATINO (WHITE RACE ONLY)            | (NOT HISPANIC OR LATINO)                                  |
| <input type="checkbox"/> HISPANIC OR LATINO (ALL OTHER RACES)            | <input type="checkbox"/> WHITE (NOT OF HISPANIC ORIGIN)   |
| <input type="checkbox"/> BLACK/AFRICAN AMERICAN (NOT OF HISPANIC ORIGIN) | <input type="checkbox"/> ASIAN (NOT HISPANIC OR LATINO)   |
| <input type="checkbox"/> TWO OR MORE RACES (NOT HISPANIC OR LATINO)      | <input type="checkbox"/> RACE MISSING OR UNKNOWN          |

**FOR ADMINISTRATIVE USE ONLY (APPLICANT SHOULD NOT WRITE BELOW THIS LINE)**

Position(s) applied for:  Available  Not Available

Other positions considered for \_\_\_\_\_

Hired:  Yes  No Position hired for: \_\_\_\_\_ Date of hire \_\_\_\_\_

From the EEO Job Classifications listed below, check which one best describes the position filled or applied for:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> OFFICIALS AND MANAGERS | <input type="checkbox"/> SALES WORKER             | <input type="checkbox"/> OPERATIVES (SEMI-SKILLED) |
| <input type="checkbox"/> PROFESSIONALS          | <input type="checkbox"/> OFFICE & CLERICAL WORKER | <input type="checkbox"/> LABORERS (UNSKILLED)      |
| <input type="checkbox"/> TECHNICIANS            | <input type="checkbox"/> CRAFT WORKERS (SKILLED)  | <input type="checkbox"/> SERVICE WORKERS           |

Completed by \_\_\_\_\_

Date \_\_\_\_\_