



**COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
AFFIRMATIVE ACTION DATA RECORD**

CONFIDENTIAL

The Commonwealth of Massachusetts is committed in spirit as well as in action, to abide by all laws dealing with equal employment opportunity. It is our policy to guarantee equal employment opportunities for all qualified persons without regard to their age, race, creed, color, national origin, ancestry, marital status, gender, military status, sexual orientation, or disability, which can be reasonably accommodated.

Further, the Commonwealth will act in good faith, to affirmatively recruit and consider for promotion individuals in protected categories. Age, race, creed, color, national origin, ancestry, marital status, gender, military status, sexual orientation, or disability are not factors in employment, promotion, transfer, compensation, lay-off, disciplining and termination.

In order to effectively monitor the success of our recruitment and employment efforts, it is requested that you provide the following information. *Please submit your form directly to:*

Massachusetts Department of Transportation
Office of Civil Rights
10 Park Plaza, Suite 3800
Boston, MA 02116
Attention: Irma Gutierrez
Deputy Director, Office of Diversity and Civil Rights

The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Affirmative Action Data Records are kept in a confidential file and are not a part of your application for employment or your personnel file. Your cooperation is voluntary. Inclusion or exclusion of any affirmative action data will not jeopardize or adversely affect any employment decision.

(PLEASE PRINT)

Name (First) (Middle) (Last)	
Address (Street) (City) (State) (Zip Code)	
Telephone Number (s)	Employee ID (optional)
CHECK ONE <input type="checkbox"/> Male <input type="checkbox"/> Female <u>Check one of the following: (Race)</u> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American (American Indian or Alaskan Native) (If Native American, please attach documentation of tribal affiliation) <u>Check if the following is applicable:</u> <input type="checkbox"/> Vietnam Era Veteran* <i>(Ninety (90) days of active duty service, any part of which occurred between August 5, 1964 and May 7, 1975)</i>	

*In order to qualify for Affirmative Action status as a Vietnam Era Veteran, you must apply for Eligibility Certification which is issued by the State Office of Affirmative Action. Forms are available from the State Office of Affirmative Action, (617) 727-7441.

Applicant Signature
Revised 08/18/2004

Date