Washtenaw Community College Recruitment Questionnaire

Thank you for your interest in employment at Washtenaw Community College. We would appreciate your completion of this questionnaire. Please return it to the Office of Human Resource Management for our records.

The following information is gathered for the purposes of (1) insuring fairness to all candidates in recruitment and examination procedures regardless of age, race, sex, ethnic background, veteran status, or disability and (2) meeting State and Federal agency requirements. To insure that all applicants are treated fairly this questionnaire will be kept separate from your Application of Employment form and will not be used in any way to make any employment decision.

POSITION OPENING *(specific title of position sought):*_____

HOW WERE YOU MADE AWARE OF THIS JOB? (Please check one):

Publication:(Indicate name of publication) ☐Ann Arbor ☐Detroit ☐Toledo Blade

☐Other _____

Website: (Indicate name) ☐WCC ☐Mlive ☐Career Builder ☐HERC

☐Other _____

Radio Broadcast: Which Radio Station?_____

Other: (Please be specific) _____ ☐HRM Office ☐Current Employee

MALE ☐ **FEMALE** ☐

ETHNIC CATEGORY (Please check one):

_☐_ **American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

_☐_ **Black.** All persons having origins in the Black racial groups of Africa.

_☐_ **White.** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_☐_ **Hispanic.** All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin.

_☐_ **Asian or Pacific Islander.** All persons having 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 Islands, and Samoa.

VETERAN: This information is voluntarily provided and will be kept confidential. Disclosure or refusal to provide this information will not subject you to any adverse treatment. The information will be used only in accordance with applicable federal regulations. Please check all that apply. Definition of categories listed on the back of this page.

☐ Special Disabled Veteran ☐ Newly Separated Veterans'

☐ Veteran of the Vietnam-era ☐ Other Protected Veterans'

Washtenaw Community College is an Equal Opportunity/Affirmative Action Employer. If you feel you have been treated unfairly or discriminated against because of race, color, religion, national origin, sex, age, or disability, or if you have questions concerning the validity of any phase or procedure in the employment process, please contact the Affirmative Action Officer at 973-3497.

ADA/Section 503/MHCRA: Qualified individuals with disabilities are invited to self-identify for purposes of the WCC affirmative action program. Any qualified individuals needing accommodations for employment at WCC should provide written notification within 182 days after the need is known.

VETERAN CATEGORY DEFINITIONS

SPECIAL DISABLED VETERAN

(I) 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 Dept. of Veterans Affairs for a disability:

a. Rated at 30 percent or more.

b. Rated at 10 or 20 percent in the case of a veteran who has been determined per regulations to have a serious handicap

(II) A person who was discharged or released from active duty because of service-connected disability.

VETERAN OF THE VIETNAM-ERA

(I) A person who served on active duty for a period of time 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.

(II) Was discharged or released from active duty because of 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.

NEWLY SEPARATED VETERANS'

(I) A veteran who served on active duty during the one-year period beginning on the date of such veteran's discharge or release from active duty.

OTHER PROTECTED VETERANS'

(I) A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. The information required to make this determination is available at http://www.opm.gov/veterans/html/vgmedal2.htm.