

WEST VIRGINIA DEPARTMENT OF EDUCATION
EQUAL EMPLOYMENT OPPORTUNITY
QUESTIONNAIRE
 wwde.hr@k12.wv.us

Anti-Discrimination Notice. It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin.

We are an organization that values diversity and encourages women and minorities to apply. For this reason, we invite you to indicate your gender and race/ethnicity below. The following information will be used solely to evaluate recruitment and examination methods.

The West Virginia Department of Education (WVDE) is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require the employer to invite employees to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

If you choose to voluntarily self-identify, you may mark only one of the boxes presented below. Please enter only one number or mark per block – do not use dashes or other punctuation or symbols.

YOUR COOPERATION IS ESSENTIAL FOR US TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY FOR ALL JOB APPLICANTS.

Please complete the following:			
Last Name:	First:	Middle:	
City:	State:	Title of Position Applying For:	
<i>Please mark your referral source:</i>			
<input type="checkbox"/> WVDE Website	<input type="checkbox"/> Monster.com	<input type="checkbox"/> Simplyhired.com	<input type="checkbox"/> Professional Publication
<input type="checkbox"/> Newspaper	<input type="checkbox"/> LinkedIn.com	<input type="checkbox"/> Job.com	<input type="checkbox"/> Walk-In
<input type="checkbox"/> WVDE Employee	<input type="checkbox"/> Indeed.com	<input type="checkbox"/> edweek.org	<input type="checkbox"/> Other: _____

INVITATION TO SELF-IDENTIFY

Check if the following is applicable:		
<input type="checkbox"/>	Male	<input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose

What is your race/ethnicity? Please mark the one box that describes the race/ethnicity category with which you primarily identify.	
<input type="checkbox"/>	Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
<input type="checkbox"/>	White (Non-Hispanic/Latino): a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/>	Black or African American: a person having origins in any of the black racial groups of Africa.
<input type="checkbox"/>	Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/>	American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/>	Two or More Races: a person who primarily identifies with two or more of the above race/ethnicity categories.
<input type="checkbox"/>	I do not wish to disclose.

Check if the following is applicable:	
<input type="checkbox"/>	Veteran - As defined under one or more of the following: <ul style="list-style-type: none"> • served on active duty for a period of more than 180 days, and any part of which occurred between August 5, 1964 and May 7, 1975 and were discharged or released other than dishonorably; or, was discharged or released from active duty for a service connected disability if any part of the active duty was performed between August 5, 1964 and May 7, 1975; or • who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Haiti, Somalia & Bosnia); or • one who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of discharge or release from active duty (recently separated veteran).
<input type="checkbox"/>	Not applicable.
<input type="checkbox"/>	I do not wish to disclose.

PLEASE RETURN TO: wwde.hr@k12.wv.us or Building 6, Room 264, 1900 Kanawha Blvd. E. Charleston, WV 25305-0330