

**Please return completed forms to:**

**CABVI HR Department**

507 Kent Street

Utica, NY 13501

# DEMOGRAPHIC INFORMATION ON APPLICANTS

CABVI is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program. Your voluntary responses will remain confidential within the Human Resources Department and will be used only for the necessary information to include in our Affirmative Action Program. Refusal to provide this information will have no bearing on your employment and will not subject you to any adverse treatment.

***Name***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Gender*** (Check One): Male 🞏 Female 🞏

***Ethnicity*** (Check One):

* Hispanic or Latino – a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless or race.
* Not Hispanic or Latino

***Race*** (Check all that apply):

* American Indian or Alaska Native – a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliations or community attachments.

* 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 or Vietnam.
* Black or African American – a person having origins on any of the black racial groups of Africa.
* Native Hawaiian or Other Pacific Islander – a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific islands.
* White – a person having origins in any of the original peoples of Europe, the Middle East or North America.

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**INVITATION TO SELF-IDENTIFY**

Veterans

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

CABVI is an Equal Opportunity Employer committed to the policies and principles of Non-Discrimination and Affirmative Action. To implement these policies and to respond to federal affirmative action recordkeeping and reporting requirements, it is important that the following information be gathered from all applicants and employees. Providing this information is optional. Failure to submit data will not in any way affect your present or future employment. The information provided will remain confidential and be used primarily for government reporting purposes.

***Name:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Date:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please indicate the category or categories that apply to you:***

 **VETERAN STATUS:**

Classifications of *protected veteran* are defined as follows:

* A “**disabled veteran**” is either a veteran of the U.S. military, ground, naval or air service 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 Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.
* A “**recently separated veteran**” means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
* An “**active duty wartime or campaign badge veteran**” means a veteran 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 under the laws administered by the Department of Defense.
* An “**armed forces service medal veteran**” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
* A **“wounded warrior**” is a veteran who incurred a physical or mental injury, illnesses, or wound, in the line of duty on or after September 11, 2001.

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| [ ]  | I identify as one or more of the classifications of *protected veteran* listed above.  |
| [ ]  | I am **a** *disabled veteran*. |
| [ ]  | I am a *wounded warrior.* |
| [ ]  | I am **not** a *protected veteran*. |
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|   **APPENDIX: CAMPAIGNS AND EXPEDITIONS THAT QUALIFY FOR VETERANS PREFERENCE**  |
| **Armed Forces Expeditionary Medal:** |  | **Navy Expeditionary Medal and Marine Corps Medal for These Operations:** |
| **Campaign/Expedition** | **Start Date** | **End Date** |  | **Campaign/Expedition** | **Start Date** | **End Date** |
| Afghanistan (Operation Enduring Freedom) | 09/11/01 | present |  | Cuba | 01/03/61 | 10/23/62 |
| Afghanistan (Operation Iraqi Freedom) | 03/19/03 | present |  | Indian Ocean/Iran | 11/21/79 | 10/20/81 |
| Berlin | 08/14/61 | 06/01/63 |  | Iranian/Yemen/Indian Ocean | 12/08/78 | 06/06/79 |
| Bosnia (Operation Joint Endeavor) | 11/20/95 | 12/20/96 |  | Lebanon | 08/20/82 | 05/31/83 |
| Bosnia (Operation Joint Guard) | 12/20/96 | 06/20/98 |  | Liberia (Operation Sharp Edge) | 08/05/90 | 02/21/91 |
| Bosnia (Operation Joint Forge) | 06/21/98 | present |  | Libyan Area | 01/20/86 | 06/27/86 |
| Cambodia | 03/29/73 | 08/15/73 |  | Panama | 04/01/80 | 12/19/86 |
| Cambodia Evacuation (Operation Eagle Pull) | 04/11/75 | 04/13/75 |  | Panama | 02/01/90 | 06/13/90 |
| Congo | 07/14/60 | 09/01/62 |  | Persian Gulf | 02/01/87 | 07/23/87 |
| Congo | 11/23/64 | 11/27/64 |  | Rwanda (Operation Distant Runner) | 04/07/94 | 04/18/94 |
| Cuba | 10/24/62 | 06/01/63 |  | Thailand | 05/16/62 | 08/10/62 |
| Dominican Republic | 04/28/65 | 09/21/66 |  |  |  |  |
| El Salvador | 01/01/81 | 02/01/92 |  | **Other Campaign and Service Medals Qualifying for Preference:** |
| Global War on Terrorism | 09/11/01 | present |  | **Campaign/Expedition** | **Start Date** | **End Date** |
| Grenada (Operation Urgent Fury) | 10/23/83 | 11/21/83 |  | Army Occupation of Austria | 05/09/45 | 07/27/55 |
| Haiti (Operation Uphold Democracy) | 09/16/94 | 03/31/95 |  | Army Occupation of Berlin | 05/09/45 | 10/02/90 |
| Iraq (Operation Northern Watch) | 01/01/97 | present |  | Army Occupation of Germany (exclusive of Berlin) | 05/09/45 | 05/05/55 |
| Iraq (Operation Desert Spring) | 12/31/98 | 12/31/02 |  | Army Occupation of Japan | 09/03/45 | 04/27/52 |
| Iraq (Operation Enduring Freedom) | 09/11/01 | present |  | Chinese Service Medal (Extended) | 09/02/45 | 04/01/57 |
| Iraq (Operation Iraqi Freedom) | 03/19/03 | present |  | Korea Defense Service Medal | 07/28/54 | TBD |
| Korea | 10/01/66 | 06/30/74 |  | Korean Service | 06/27/50 | 07/27/54 |
| Kosovo | 03/24/99 | present |  | Kosovo Campaign Medal (KCM) Operation Allied Force | 03/24/99 | 06/10/99 |
| Laos | 04/19/61 | 10/07/62 |  | Kosovo Campaign Medal (KCM) Operation Joint Guardian | 06/11/99 | TBD |
| Lebanon | 07/01/58 | 11/01/58 |  | Kosovo Campaign Medal (KCM) Operation Allied Harbor | 04/04/99 | 09/01/99 |
| Lebanon | 06/01/83 | 12/01/87 |  | Kosovo Campaign Medal (KCM) Operation Sustain Hope/Shining Hope | 04/04/99 | 07/10/99 |
| Mayaguez Operation | 05/15/75 | 05/15/75 |  | Kosovo Campaign Medal (KCM) Operation Noble Anvil | 03/24/99 | 07/20/99 |
| Operations in the Libyan Area (Operation Eldorado Canyon) | 04/12/86 | 04/17/86 |  | Kosovo Campaign Medal (KCM) Task Force Hawk | 04/05/99 | 06/24/99 |
| Panama (Operation Just Cause) | 12/20/89 | 01/31/90 |  | Kosovo Campaign Medal (KCM) Task Force Saber | 03/31/99 | 07/08/99 |
| Persian Gulf Operation (Operation Earnest Will) | 07/24/87 | 08/01/90 |  | Kosovo Campaign Medal (KCM) Task Force Falcon | 06/11/99 | TBD |
| Persian Gulf Operation (Operation Southern Watch) | 12/01/95 | present |  | Kosovo Campaign Medal (KCM) Task Force Hunter | 04/01/99 | 11/01/99 |
| Persian Gulf Operation (Operation Vigilant Sentinel) | 12/01/95 | 02/01/97 |  | Navy Occupation of Austria | 05/08/45 | 10/25/54 |
| Persian Gulf Operation (Operation Desert Thunder) | 11/11/98 | 12/22/98 |  | Navy Occupation of Trieste | 05/08/45 | 10/25/54 |
| Persian Gulf Operation (Operation Desert Fox) | 12/16/98 | 12/22/98 |  | Southwest Asia Service Medal (Operations Desert Shield and Desert Storm) | 08/02/90 | 11/30/95 |
| Persian Gulf Intercept Operation | 12/01/95 | present |  | Units of the Sixth Fleet (Navy) | 05/09/45 | 10/25/55 |
| Quemoy and Matsu Islands | 08/23/58 | 06/01/63 |  | Vietnam Service Medal (VSM) | 07/04/65 | 03/28/73 |
| Somalia (Operations Restore Hope and United Shield) | 12/05/92 | 03/31/95 |  | Rwanda (Operation Distant Runner) | 04/07/94 | 04/18/94 |
| Taiwan Straits | 08/23/58 | 01/01/59 |  | Thailand | 05/16/62 | 08/10/62 |
| Thailand | 05/16/62 | 08/10/62 |  |
| Vietnam Evacuation (Operation Frequent Wind) | 04/29/75 | 04/30/75 |  |
| Vietnam (including Thailand) | 07/01/58 | 07/03/65 |  |

**Voluntary Self-Identification of Disability**

Form CC-305 OMB Control Number 1250-0005
Page 1 of 1 Expires 05/31/2023

Name: Date:

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| Why are you being asked to complete this form? |

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](https://www.dol.gov/agencies/ofccp).

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| How do you know if you have a disability? |

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

* Autism
* Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
* Blind or low vision
* Cancer
* Cardiovascular or heart disease
* Celiac disease
* Cerebral palsy
* Deaf or hard of hearing
* Depression or anxiety
* Diabetes
* Epilepsy
* Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
* Intellectual disability
* Missing limbs or partially missing limbs
* Nervous system condition for example, migraine headaches, Parkinson’s disease, or Multiple sclerosis (MS)
* Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

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| Please check one of the boxes below: |
| **☐** | Yes, I Have A Disability, Or Have A History/Record Of Having A Disability  |
| **☐** | No, I Don’t Have A Disability, Or A History/Record Of Having A Disability |
| **☐** | I Don’t Wish To Answer |

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.