

## APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires the State of Montana to “make and keep records relevant to the determinations of whether unlawful employment practices have been or being committed”. This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and person with disabilities. The following survey helps to fulfill these requirements.

This applicant survey will be seperated from your application. The City of Miles City is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Position Closing Date: \_\_\_\_\_

Male       Female      Are you 18 years or older?  Yes  No

Name: \_\_\_\_\_

Job Applied For: \_\_\_\_\_ Department: \_\_\_\_\_

How did you first learn of this position?

Newspaper ad or journal ad     Telephone Job Line     Career/Job Fair  
 Job Service     A friend/employee     Posted at City Hall  
 Female, minority, or handicapped referral organizaton     Other (specify):

**RACE/ETHNICITY** – Please check the ONE box that best describes your race/ethnicity:

**Hispanic or Latino** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins regardless of race

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North American

**Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa

**Native Hawiian or Other Pacific Islander (Not Hispanic Or Latino)** - A person having origins in any of the Hawaii, Guam, Samoa, or other Pacific Islands

**Asian (Not Hispanic or Latino)** -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.

**American Indian or Alaska Native (Not Hispanic or Latino)** –A person having origins in any of the original peoples of North and South America (Including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races

**MILITARY STATUS** – Please check the ONE box that best describes your military status:

No Military Service       Inactive Reserve       Vietnam Veteran  
 Active Reserve       Retired       Other Veteran

**DISABLED VETERAN**

**DISABLED PERSONS' EMPLOYMENT PREFERENCE**