POTOMAC CONFERENCE CORPORATION
Human Resources
606 Greenville Avenue, Staunton, VA 24401
Office (540) 886-0771 | Fax (540) 904-0722
http://www.pcsda.org

EEO-1 SELF IDENTIFICATION

As your employer, we are subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only 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.

(PLEASE PRINT)

Name _____ _____ _____
Last First Middle

- ❑ **I WISH** to be identified – ***[complete and sign below]***
- ❑ **I DO NOT WISH** to be identified – ***[sign below]***

Check one: ❑Male ❑Female

Ethnicity:
Are you Hispanic or Latino?

- ❑ No, I am **not Hispanic or Latino.**
- ❑ Yes, I am **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

Race:
Important - Only complete this section if you checked "No, I am not Hispanic or Latino" in the Ethnicity section above
What is your race? Select ***ONE*** of the following categorie(s):

- ❑ **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ❑ **Black or African American** – A person having origins in any of the Black racial groups of Africa.
- ❑ **American Indian/Alaskan Native –** A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ❑ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ❑ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ❑ **Two or More Races** – All persons who identify with more than one of the above five *races*.

_____ _____
EMPLOYEE SIGNATURE DATE