

ending homelessness

st. stephen's HUMAN SERVICES

**VOLUNTARY
AFFIRMATIVE ACTION
SURVEY**

This information is used for Equal Employment Opportunity audits and Affirmative Action reporting.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not be subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is **NOT** a part of your personnel record. It will not be used in any employment decisions or actions. It will not affect you as an applicant or employee. The information will be used and kept confidential in accordance with applicable laws and regulations.

NAME _____ DATE _____

POSITION: _____ HOURS PER WEEK _____

Please place an "X" in the appropriate boxes:

Gender: male female

With which **racial/ethnic group** do you identify?

- Asian or Pacific Islander
- African American (Black)
- Hispanic or Latino
- American Indian or Alaskan Eskimo
- Caucasian (White)
- Other - If you selected "other", please describe: _____

Disability status, defined as...

- Has physical, sensory or mental impairment (condition) which materially (significantly) limits one or more life activities
- Has a record of such an impairment (condition)
- Is regarded as having such an impairment (condition)

Do you claim **disability status**? yes no

St. Stephen's Human Services appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity. Thank you for your assistance!

From the EEO job classification listed below, which one best describes the position:

- | | | |
|---|---|---|
| <input type="checkbox"/> Official/Manager | <input type="checkbox"/> Sales Worker | <input type="checkbox"/> Operators (semi-skilled) |
| <input type="checkbox"/> Professional | <input type="checkbox"/> Office and Clerical Worker | <input type="checkbox"/> Laborers (unskilled) |
| <input type="checkbox"/> Technician | <input type="checkbox"/> Craft worker (skilled) | <input type="checkbox"/> Service Worker |

OFFICIALS & MANAGERS: OCCUPATIONS REQUIRING ADMINISTRATIVE AND MANAGERIAL PERSONNEL WHO SET BROAD POLICIES, EXERCISE OVERALL RESPONSIBILITY FOR EXECUTION OF THESE POLICIES, AND DIRECT INDIVIDUAL DEPARTMENTS OR SPECIAL PHASES OF A FIRM'S OPERATIONS. INCLUDES: OFFICIALS, MIDDLE MANAGEMENT, PLANT MANAGERS, DEPARTMENT MANAGERS & SUPERINTENDENTS, SALARIED SUPERVISORS WHO ARE MEMBERS OF MANAGEMENT, PURCHASING AGENTS & BUYERS, RAILROAD CONDUCTORS & YARD MASTERS, SHIP CAPTAINS, MATES & OTHER OFFICERS, FARM OPERATORS & MANAGERS, AND KINDRED WORKERS.

PROFESSIONALS: OCCUPATIONS REQUIRING EITHER COLLEGE GRADUATION OR EXPERIENCE OF SUCH KIND AND AMOUNT AS TO PROVIDE A COMPARABLE BACKGROUND. INCLUDES: ACCOUNTANTS & AUDITORS, AIRPLANE PILOTS, NAVIGATORS, ARCHITECTS, ARTISTS, CHEMISTS, DESIGNERS, DIETITIANS, EDITORS, ENGINEERS, LAWYERS, LIBRARIANS, MATHEMATICIANS, NATURAL SCIENTISTS, REGISTERED PROFESSIONAL NURSES, PERSONNEL AND LABOR RELATIONS SPECIALISTS, PHYSICAL SCIENTISTS, PHYSICIANS, SOCIAL SCIENTISTS, TEACHERS, AND KINDRED WORKERS.

TECHNICIANS: OCCUPATIONS REQUIRING A COMBINATION OF BASIC SCIENTIFIC KNOWLEDGE AND MANUAL SKILL WHICH CAN BE OBTAINED THROUGH 2 YEARS OF POST-HIGH SCHOOLEUCATION, SUCH AS IS OFFERED IN MANY TECHNICAL INSTITUTES OR JUNIOR COLLEGES, OR THROUGH EQUIVALENT ON-THE-JOB TRAINING. INCLUDES: COMPUTER PROGRAMMERS, DRAFTERS, ENGINEERING AIDES, JUNIOR ENGINEERS, MATHEMATICAL AIDES, LICENSED, PRACTICAL OR VOCATIONAL NURSES, PHOTOGRAPHERS, RADIO OPERATORS, SCIENTIFIC ASSISTANTS, SURVEYORS, TECHNICAL ILLUSTRATORS, TECHNICIANS (MEDICAL, DENTAL, ELECTRONIC, PHYSICAL SCIENCE), AND KINDRED WORKERS.

SALES: OCCUPATIONS ENGAGING WHOLLY OR PRIMARILY IN DIRECT SELLING. INCLUDES: ADVERTISING AGENTS & SALES WORKERS, INSURANCE AGENTS & BROKERS, REAL ESTATE AGENTS & BROKERS, STOCK AND BOND SALES WORKERS, DEMONSTRATORS, SALES WORKERS & SALES CLERKS, GROCERY CLERKS, CASHIERS/CHECKERS, AND KINDRED WORKERS.

OFFICE / CLERICAL: INCLUDES ALL CLERICAL-TYPE WORK REGARDLESS OF LEVEL OF DIFFICULTY, WHERE THE ACTIVITIES ARE PREDOMINANTLY NON-MANUAL THOUGH SOME MANUALWORK NOT DIRECTLY INVOLVED WITH ALTERING OR TRANSPORTING THE PRODUCTS IS INCLUDED. INCLUDES: BOOKKEEPERS, COLLECTORS (BILLS & ACCOUNTS), MESSENGERS, & OFFICE HELPERS, OFFICE MACHINE OPERATORS (INCLUDING COMPUTER), SHIPPING & RECEIVING CLERKS, STENOGRAPHERS, TYPISTS & SECRETARIES, TELEGRAPH & TELEPHONE OPERATORS, LEGAL ASSISTANTS, AND KINDRED WORKERS.

CRAFT WORKERS (SKILLED): MANUAL WORKERS OF RELATIVELY HIGH SKILL LEVEL HAVING A THOROUGH AND COMPREHENSIVE KNOWLEDGE OF THE PROCESSES INVOLVED IN THEIR WORK. EXERCISE CONSIDERABLE INDEPENDENT JUDGMENT AND USUALLY RECEIVE AN EXTENSIVE PERIOD OF TRAINING. INCLUDES: APPRENTICES, THE BUILDING TRADES, HOURLY PAID SUPERVISORS AND LEAD OPERATORS WHO ARE NOT MEMBERS OF MANAGEMENT, MECHANICS & REPAIRERS, SKILLED MACHINING OCCUPATIONS, COMPOSITORS & TYPESETTERS, ELECTRICIANS, ENGRAVERS, PAINTERS (CONSTRUCTION & MAINTENANCE), MOTION PICTURE PROJECTIONISTS, PATTERN & MODEL MAKERS, STATIONARY ENGINEERS, TAILORS, ARTS OCCUPATIONS, HAND PAINTERS, COATERS, BAKERS, DECORATING OCCUPATIONS, AND KINDRED WORKERS.

OPERATIVES: WORKERS WHO OPERATE MACHINES OR PROCESSING EQUIPMENT OR PERFORM OTHER FACTORY-TYPE DUTIES OF INTERMEDIATE SKILL LEVEL WHICH CAN BE MASTERED IN A FEW WEEKS AND REQUIRE ONLY LIMITED TRAINING. INCLUDES: APPRENTICES (AUTO MECHANICS, PLUMBERS, BRICKLAYERS, CARPENTERS, ELECTRICIANS, MACHINISTS, MECHANICS, BUILDING TRADES, METALWORKING TRADES, PRINTING OPERATIVES, MILLINERS, MINE OPERATIVES & LABORERS, MOTOR OPERATORS, OILERS & GREASERS (EXCEPT AUTO), PAINTERS (MANUFACTURED ARTICLES), PHOTOGRAPHIC PROCESS WORKERS, STATIONARY FIRE FIGHTERS, TRUCK & TRACTOR DRIVERS, KNITTING, LOOPING, TAPING AND WEAVING MACHINE OPERATORS, WELDERS & FLAME-CUTTERS, ELECTRICAL & ELECTRONIC EQUIPMENT ASSEMBLERS, BUTCHERS & MEAT CUTTERS, INSPECTORS, TESTERS & GRADERS, HAND PACKERS & PACKAGERS, AND KINDRED WORKERS.

LABORERS: WORKERS IN MANUAL OCCUPATIONS WHICH GENERALLY REQUIRE NO SPECIAL TRAINING TO PERFORM ELEMENTARY DUTIES THAT MAY BE LEARNED IN A FEW DAYS AND REQUIRE THE APPLICATION OF LITTLE OR NO INDEPENDENT JUDGMENT. INCLUDES: GARAGE LABORERS, CAR WASHERS & GREASERS, GROUNDS-KEEPERS & GARDENERS, FARMWORKERS, STEVEDORES, WOOD CHOPPERS, LABORERS PERFORMING LIFTING, DIGGING, MIXING, LOADING & PULLING OPERATIONS, AND KINDRED WORKERS.

SERVICE WORKERS: WORKERS IN BOTH PROTECTIVE & NON-PROTECTIVE SERVICE OCCUPATIONS. INCLUDES: ATTENDANTS (HOSPITAL & OTHER INSTITUTIONS, PROFESSIONAL & PERSONAL SERVICE (INCLUDING NURSES AIDES & ORDERLIES), BARBERS, CHARWORKERS & CLEANERS, COOKS, COUNTER & FOUNTAIN WORKERS, ELEVATOR OPERATORS, FIREFIGHTERS & FIRE PROTECTION, GUARDS, DOOR-KEEPERS, STEWARDS, JANITORS, POLICE OFFICERS & DETECTIVES, PORTERS, WAITERS & WAITRESSES, AMUSEMENT & RECREATION FACILITIES ATTENDANTS, GUIDES, USHERS, PUBLIC TRANSPORTATION ATTENDANTS, & KINDRED WORKERS.