



## EQUAL EMPLOYMENT OPPORTUNITY (EEO) Voluntary Self-Identification Form

**To all applicants, this form is voluntary participation** – ForceX Incorporated is 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 or 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 be used only in accordance with the provisions of applicable laws, Executive Order 11246, 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.

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

**Position(s) applied for:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**How were you referred to us?** \_\_\_\_\_

**Please check one:** ☐ Female ☐ Male

**Please check one.** If you belong to more than one group, select the one most appropriate (see federal government definitions below):

- ☐ White (not Hispanic or Latino)
- ☐ Black or African American (not Hispanic or Latino)
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or other Pacific Islander (not Hispanic or Latino)
- ☐ Asian (not Hispanic or Latino)
- ☐ American Indian or Alaska Native (not Hispanic or Latino)
- ☐ Two or more races (not Hispanic or Latino)

Revised EEO-1 Ethnicity and Race Categories	Descriptions
Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
White <b>(Not Hispanic or Latino)</b>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Black or African-American <b>(Not Hispanic or Latino)</b>	A person having origins in any of the black racial groups of Africa.
Asian <b>(Not Hispanic or Latino)</b>	A person with 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.
Native Hawaiian or Other Pacific Islander <b>(Not Hispanic or Latino)</b>	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
American Indian or Alaskan Native <b>(Not Hispanic or Latino)</b>	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 <b>(Not Hispanic or Latino)</b>	All persons who identify with more than one of the above five races.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This detachable form will be kept in a confidential file separate from your application for employment.**



# EMPLOYMENT APPLICATION

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[ForceX] (The "Company") is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

## PERSONAL

Last Name:		First:	Initial:	Social Security Number:
Other Name(s) Used:				Home Telephone: (   )
Address:				Business or Message: (   )
Position Applied For:		Referred By:		Salary Desired: \$                      hourly/annual
Have you ever interviewed with the Company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list date(s), job title(s) & location(s):	
Have you ever been employed by the Company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list date(s), job title(s) & location(s):	
Do you have any relatives employed by the Company or its affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list date(s), job title(s) & location(s):	
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			If under 18, do you have a work permit?	

## EDUCATION

Circle Highest Grade Completed:		High School	9	10	11	12
		College, Trade or Business	1	2	3	4
		Graduate Studies	_____			
School	Address	Major Studies	Degree, Diploma, License or Certificate			
High School:						
College/University:						
Vocational/Business/Other:						
List Any Professional Designations:						
Other Special Knowledge, Skills or Qualifications:						
Computer Skills (Hardware/Software):						
Do you type? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, WPM: _____ <span style="float: right;"><i>For Clerical Applicants Only:</i></span>						

## EMPLOYMENT HISTORY

List all employments for the past ten (10) years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From: / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed Until: / /	Employer Address:	Supervisor Phone:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties & Responsibilities:			

Employed From: / /	Employer Name	Supervisor Name:	Starting Salary:
Employed Until: / /	Employer Address	Supervisor Phone:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties & Responsibilities			

Employed From: / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed Until: / /	Employer Address:	Supervisor Phone:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties & Responsibilities:			

Employed From: / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed Until: / /	Employer Address:	Supervisor Phone:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties & Responsibilities:			

Yes      No

- ☐      ☐      May we contact your current employer for references?
- ☐      ☐      If hired, will you be able to work overtime?
- ☐      ☐      Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
- ☐      ☐      Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? (A yes response does not automatically disqualify your application.)

## CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Company to obtain any criminal, credit, and or consumer checks as required for hire.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Company is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired; my employment will be terminable at will and may be terminated by me or the Company at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

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 Signature

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 Date