

Part 2: New Employees Complete Race/Ethnicity

The State 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 State or local government invites employees to voluntarily self-identify their race/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 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, the data will not identify any specific individual.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires this employer to determine this information by visual survey and/or other available information.

For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the seven categories identified below. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may make only one selection presented below.

Ethnicity:

Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Are you Hispanic or Latino? _____

Race:

- **American Indian or Alaska Native (Non-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.
- **Asian (Non-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.
- **Black or African American (Non-Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White (Non-Hispanic or Latino)** - All person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- **Two or More Races (Non-Hispanic or Latino)** -Persons who identify with two or more racial categories named above.

Part 3: New Employees Complete Emergency Contact Information

Primary Emergency Contact (First Name Last Name) Relationship

Cell Phone Alternate Phone Email Address

Street Address: _____

City: _____ State: _____ Zip: _____

Secondary Emergency Contact (First Name Last Name) Relationship

Cell Phone Alternate Phone Email Address

Street Address: _____

City: _____ State: _____ Zip: _____

Part 4: Preferred Name Change Request Only

Current Legal Last Name (*include suffix Jr., Sr., III*) Legal First Name Legal Middle Name

Legal Name Change Request? Yes No

Note: Copies of Social Security Card and Photo ID are required to verify legal name or to change legal name.

New Legal Last Name New Legal First Name New Legal Middle Name

Preferred First Name Request? Yes No

Preferred First Name Preferred Pronoun

Is this a change to the State email address? Yes No Do not have State email account

Note: DHR shall submit a request to I.T. to request an email address change per the Preferred First Name Operating Procedure.

