

EEO/AA SELF-IDENTIFICATION FORM

As a Government contractor, Metropolitan Interpreters & Translators/Metlang is subject to governmental recordkeeping and reporting requirements and must report sex, race, and ethnic data to prepare annual affirmative action plans.

All applicants and employees are invited 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. This 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. If you wish to identify, please complete the information below:

Name

Date

Gender

- MALE FEMALE

Ethnicity

- YES, HISPANIC OR LATINO: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- NO, NOT HISPANIC OR LATINO.

Race (answer this section only if you selected “No, not Hispanic or Latino” above)

- WHITE (not Hispanic/Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- BLACK (not Hispanic/Latino): A person having origins in any of the black racial groups of Africa.
- ASIAN (not Hispanic/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.
- HAWAIIAN OR OTHER PACIFIC ISLANDER (not Hispanic/Latino): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- AMERICAN INDIAN OR ALASKAN NATIVE (not Hispanic/Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- TWO OR MORE RACES (not Hispanic/Latino): All persons who identify with more than one of the above races.

VETERANS – INVITATION TO SELF-IDENTIFY

Metropolitan Interpreters & Translators/Metlang is a Government contractor subject to 38 U.S.C. 4212, which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

Protected veterans may have additional rights under USERRA – the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

As a Government contractor subject to 38 U.S.C. 4212, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to the “protected veteran” category.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below:

- I IDENTIFY AS ONE OR MORE CLASSIFICATIONS OF PROTECTED VETERANS LISTED ABOVE
- I AM NOT A PROTECTED VETERAN

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will only be used in ways that are not inconsistent with the 38 U.S.C. 4212.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Metropolitan Interpreters & Translators/Metlang abides by the requirements of 41 CFR Section 60-300.5(a). This regulation requires affirmative action by covered contractors to employ and advance in employment qualified protected veterans.

VOLUNTARY SELF-IDENTIFICATION OF DISABILITY

Why are you being asked to complete this form?

As a Government contractor, Metropolitan/Metlang must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral Palsy
- HIV/AIDS
- Schizophrenia
- Muscular Dystrophy
- Bipolar Disorder
- Major Depression
- Multiple Sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously referred to as mental retardation)

If you wish to identify, please check one of the boxes below:

- YES, I HAVE A DISABILITY (OR PREVIOUSLY HAD A DISABILITY)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your Name

Today's date

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Metropolitan Interpreters & Translators/Metlang EEO/AA Policy Statement

It is the policy of Metropolitan Interpreters & Translators/Metlang to recruit, hire, train and promote, into all job classifications, the most qualified persons without regard to race, color, national origin, sex, religion, age, disability, or veteran status. Also, employment and promotional decisions will be based on valid job requirements and by utilizing reasonable standards. The EEO Coordinator's responsibility is to implement and to audit adherence to this policy.

The designated EEO Coordinator at Metropolitan Interpreters & Translators/Metlang is

Shalini Aguilera
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ⁱ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.