



To: Newly Hired Employee

Re: **EDUCATIONAL ATTAINMENT INFORMATION**  
**GENDER/ETHNIC INFORMATION**

**EDUCATIONAL ATTAINMENT**

Please indicate your educational attainment on the appropriate line(s) that follow.  
(Specify degree):

- |  |                            |
|--|----------------------------|
| _____ X – Less than High School            | _____ Y – Master’s Degree  |
| _____ H – High School                      | _____ D – Doctorate Degree |
| _____ A – Associate Degree                 | _____ M – Medical Degree   |
| _____ B – Bachelor’s Degree                | _____ L – Law Degree       |
| _____ Z – Specialized Training Certificate |                            |

**GENDER/ETHNIC INFORMATION**

After you are employed, you are required to provide information on your gender and ethnicity for reports that the University must make to Federal and State governmental agencies. The data is also used by the University to determine its compliance with civil rights legislation dealing with our Affirmative Action Program. Please be assured that your privacy will be protected, and this information will be kept confidential.

**Sex and Ethnic Group**

**MALE ( ) FEMALE ( )** And Check One of the Following:

- |               |   |
|---------------|---|
| _____ W – (1) | <b>WHITE, NOT OF HISPANIC ORIGIN.</b> A person having origins in any of the original peoples of Europe, North America, or the Middle East.  |
| _____ B – (2) | <b>BLACK, NOT OF HISPANIC ORIGIN.</b> A person having origins in any of the Black racial groups of Africa.  |
| _____ H – (3) | <b>HISPANIC.</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.   |
| _____ A – (4) | <b>ASIAN OR PACIFIC ISLANDER.</b> A person having the origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. |
| _____ I – (5) | <b>AMERICAN INDIAN OR ALASKAN NATIVE.</b> A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.   |

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

THANK YOU FOR YOUR VERY KIND COOPERATION IN PROVIDING THE FOREGOING INFORMATION