



SELF-IDENTIFICATION FORM

Employee Name: _____ Date: _____ Position applied for: _____
First Last Middle

As a public employer, the City of Missoula (employer) is required to collect and report demographic data of its workforce. This data is used to prepare the EEO-4 aggregate report for all personnel employed by the City.

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws; the employer invites employees to voluntarily self-identify. 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 according to 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.

Please note that at no point will the data reported be traceable back to your identity, this form will be kept separate from your personnel file. The federal government (EEOC) strongly recommends **self-identification** of gender, ethnicity and race. ***If you choose not to self-identify your gender, ethnicity or race, the EEOC allows the City to classify employees based on visual observation.***

It is the policy of the City of Missoula to eliminate any practice or procedure that discriminates illegally or has an adverse impacted on an “affected” class. Equal opportunity shall be provided for all City employees during their terms of employment. The Human Resource Department is responsible for developing, implementing, monitoring workforce statistics to measure goals identified set forth within the City of Missoula Strategic Plan, City Council directives, the Mayors listed priorities, and in partnership with other city and community initiatives. Specifically, we use this data to become a better *Ally*, to support our current and future workforce and strengthen a culture of inclusion and belonging. We analyze not only who is represented in our workforce but who is missing from our community.

Please return completed form to the Department of Human Resources.

Section 1:

GENDER: Please indicate to which gender you identify most:

- Male (he/him/his)
 Female (she/her/hers)

- Prefer to self-describe: _____
 Prefer not to answer

Section 2:

In completing the Race and Ethnicity portion of the form, you should indicate both your race and ethnicity. For example, you may identify as a white (race), but celebrate multiple cultural expressions (ethnicity). If you identify with two or more races, please check the "two or more races" box, and also list the single race/ethnic group with which you most closely identify.

SELF-IDENTIFICATION *continued*

Indicate by checking only one of the following EEOC classifications. The EEOC requires that we report only one race/ethnic origin for each person. If you indicated that your ethnicity is Hispanic or Latino, do not check the category below. Definitions retrieved from dictionary.com

What is race? Race is combination of various physical characteristics, as skin color, facial form, or eye shape

What is ethnicity? Ethnicity is a social group that shares a common and distinctive culture, religion, or language.

EEOC Classifications	
<input type="checkbox"/>	Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.
<input type="checkbox"/>	White (Non-Hispanic or Latino) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
<input type="checkbox"/>	Black (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/>	Native Hawaiian or other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
<input type="checkbox"/>	Asian or Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
<input type="checkbox"/>	American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment who maintain tribal affiliation or community attachment.
<input type="checkbox"/>	Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five racial/ethnic groups.
<input type="checkbox"/>	Other:

If you choose not to self-identify your race or ethnicity, please check box.

Office Use Only	
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