



VOLUNTARY INVITATION TO SELF-IDENTIFY: FEMALE APPLICANTS OR MEMBERS OF MINORITY GROUPS

Ellis Stone Construction Company, Inc. (“Ellis Construction”) is a government contractor subject to Executive Order 11246, as amended, which requires government contractors to take Affirmative Action to employ and advance in employment qualified females and persons of color. "Persons of color" includes Native Americans (including people indigenous to Alaska), people of Asian and Pacific Island origin (including all people from the Indian subcontinent), African Americans and Hispanics.

Ellis Construction is actively seeking qualified females and persons of color for existing and future employment. To improve its recruitment and to increase the flow of qualified applicants who are female or persons of color, the Company contacts local, state and federal employment referral agencies.

Your completion of the attached form will assist Ellis Construction in meeting its affirmative action and equal opportunity commitments. Identification of yourself as a woman or person of color is voluntary and the refusal to provide this information will not subject you to any adverse treatment.

Any information you submit will be kept confidential, except that government officials engaged in enforcing laws administered by the OFCCP or the EEOC may be informed. The information provided will be used only in ways that are consistent with Executive Order 11246, as amended, and Title VII of the Civil Rights Act of 1964, as amended.

INVITATION TO SELF-IDENTIFY

Ellis Stone Construction Company, Inc. is subject to Executive Order 11246, which requires federal government contractors to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. You are invited to provide information to assist us in meeting government reporting requirements and furthering our affirmative action efforts in the employment and advancement of qualified minorities and women.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will only be used for data reporting requirements and will not be considered in making any employment decisions. Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, or veteran status. If you are interested in providing this information, please complete this form and return it with your application.

RACE/ETHNIC DESIGNATION

Please check only *one*:
(See descriptions below)

- Hispanic/Latino**
- White** (Not Hispanic or Latino)
- Black/African American** (Not Hispanic or Latino)
- Asian** (Not Hispanic or Latino)
- Native Hawaiian/Other Pacific Islander** (Not Hispanic or Latino)
- American Indian/Alaska Native** (Not Hispanic or Latino)
- Two or More Races** (Not Hispanic or Latino)

GENDER

- Male**
- Female**

Race/Ethnic Definitions:

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

White (Not Hispanic or Latino)- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

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.

Asian (Not 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.



American Indian or Alaska Native (Not 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.

Two or More Races (Not Hispanic or Latino)- All persons who identify with more than one of the above five races.

Please indicate the Title of the position applied for: _____

Ellis Stone Construction Company, Inc. does not discriminate in employment on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, veteran or marital status or other protected status covered by federal, state or local law.

Applicant's Signature: _____ **Date:** _____

For Office Use Only (do not write in this box)

Category of position applied for (Check One):

- | | |
|--|---|
| <input type="checkbox"/> 1.1 - Executive/Senior Level Officials and Managers | <input type="checkbox"/> 5 - Administrative Support Workers |
| <input type="checkbox"/> 1.2-First/Mid-Level Officials and Managers | <input type="checkbox"/> 6 - Craft Workers |
| <input type="checkbox"/> 2 - Professionals | <input type="checkbox"/> 7 - Operatives |
| <input type="checkbox"/> 3 - Technicians | <input type="checkbox"/> 8 - Laborers and Helpers |
| <input type="checkbox"/> 4 - Sales Workers | <input type="checkbox"/> 9 - Service Workers |

Ellis Stone Construction Company, Inc. is an equal opportunity/affirmative action employer.

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
Page 1 of 2

Why are you being asked to complete this form?

Because we do business with the government, we 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
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

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

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
Page 2 of 2

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.

¹ 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.

INVITATION TO SELF-IDENTIFY: VETERANS [PRE-OFFER]

Ellis Stone Construction Company, Inc. is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), 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. These classifications are defined as follows:

1. A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; **or**
 - a person who was discharged or released from active duty because of a service-connected disability.
2. A "recently separated veteran" means any veteran during the three- year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

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.

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

As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

- I AM NOT A PROTECTED VETERAN

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

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.

Ellis Stone Construction Company, Inc. is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or any other basis prohibited by federal, state, or local law.