



HUMAN RESOURCES
107 COLLEGE DRIVE
BUTLER, PA 16002
PHONE: 724-287-8711 EXT 8353
FAX: 724-287-4715

EMPLOYEE DATA RECORD

Butler County Community College is committed to assuring equal education and employment rights for all persons without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, or gender. The College shall take affirmative action to insure the implementation of this policy in its admission process, educational programs and activities, and employment and governance practices.

Information requested below will not be available or used in making employee selections. Such information will be used for state and federal reporting and internal personnel research only. This form will be kept in a separate confidential file within the Human Resources Office and will not be used in evaluating your qualifications.

Name: Last First Middle Date:

Age: Sex: Male Female

Position applied for:

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college/ university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we request/ask you to, but you are not required to, answer the following two questions:

Do you consider yourself to be Hispanic/Latino? yes no

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaskan Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White

Referral Source:

- Newspaper/Journal
Personal Referral
BC3 Website
BC3 Automatic Job Notification Email
HigherEdJobs.com
Inside Higher Ed
Chronicle of Higher Education
Academic Keys
PA CareerLink
College Central Network Services - SRU
College Central Network Services - CCAC
Other

Check if any of the following are applicable:

- Vietnam Era Veteran
Disabled Veteran
Disabled Individual

Check appropriate response:

- U.S. Citizen Yes No
Resident Alien Yes No
Non-Resident Alien Yes No