TO: Qualified Job Candidate

FROM: Human Resources

**Pre-Offer to Self-Identify**

**Equal Employment Opportunity, Affirmative Action, Veteran Status and Disability**

Ohio Desk is firmly committed to Equal Employment Opportunity (EEO) and compliance with all Federal, State, and local laws that prohibit employment discrimination based on age, sex/gender (including pregnancy), race, color, disability, genetic information, national origin, sexual orientation, gender identity, religion, military or veteran status, or any other legally protected characteristic as defined by local, state, or federal law. As a government contractor, Ohio Desk is committed to taking affirmative action to hire and advance minorities and women, as well as qualified individuals with disabilities and covered veterans.

As a government contractor or subcontractor, Ohio Desk is required by law to provide equal employment opportunity to qualified people with disabilities and veterans. Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so.

As a government contractor we are also under a duty to obtain information regarding your gender, race, ethnicity, and other traits.

***Your answers, while strictly voluntary, will greatly assist us in carrying out our affirmative action program.***

***Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment* *If you do answer on the attached forms, your information will be kept confidential and may only be used in accordance with the provisions of applicable rules, laws, and executive orders.***

Please complete the following attached forms and return to cgarvey@ohiodesk.com.

Invitation to Self-Identify – Veteran Status

Voluntary Self-Identification of Disability

Affirmative Action Self-Identification Form