

**MARK/TRECE, INC. & MARK/TRECE STEEL RULE DIES, LLC
HUMAN RESOURCE SURVEY**

Legal Name & Address:

Home Phone No:

Social Security No:

Status: Full-Time

Part-Time

Company / Division:

Position:

Department:

EMPLOYEE DATA RECORD

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, physical or mental disability, or any other legally protected status.

The purpose for this Employee Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. If you choose to volunteer the requested information, please note that all Employee Data Records are kept in a confidential file and **are not** a part of your personnel files.

Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

Please Print

Date: _____

Government agencies at times require periodic reporting on the sex, ethnicity, disability, veteran and other protected status of applicants and employees. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

PLEASE CHECK THE FOLLOWING BOXES AS APPROPRIATE

- MALE FEMALE
- WHITE BLACK AMERICAN INDIAN/ALASKAN NATIVE
- ASIAN NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- HISPANIC OR LATINO (White race only) (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, **and** of the White race).
- HISPANIC OR LATINO (All other races)(a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, **and** of any race other than White).
- VIETNAM ERA VETERAN OTHER VETERAN
- DISABLED VETERAN DISABLED INDIVIDUAL

OPTIONAL INFORMATION:

If you have claimed status as a Veteran, what branch of Service and years:

If you are disabled, what accommodations do you need if any:
