



**Affordable Engineering Services, Inc**  
- High Quality, Quick Response, Low Cost -  
Test Engineering, Reliability/Safety, Circuit Design, Software  
Design, QA, Logistics

## AFFORDABLE ENGINEERING SERVICES, Inc

### FORM

### Post-Offer Voluntary Self-Disclosure Affirmative Action & EEO

**INSTRUCTIONS.** As an equal opportunity employer, AES makes all employment decisions without regard to race, color, religion, sex, national origin, age, veteran status, disability, or any other classification protected by Federal, state, or local law. As an employer and a government contractor, we comply with all Government regulations and affirmative action responsibilities. The data collected on this form is for periodic government reporting requirements and will be kept in a confidential file separate from the personnel file. Completion of this form is voluntary and neither willingness nor refusal to provide the requested information will have any bearing on the company's employment decisions. If you do not wish to self-identify in any or all of the following categories at this time, please complete the Employee Information section and proceed to the end of this form.

#### EMPLOYEE INFORMATION

Employee's Name (Last, First, MI) \_\_\_\_\_

Employee ID # \_\_\_\_\_

AES Work Site \_\_\_\_\_

Hire Date \_\_\_\_\_

#### Gender

Female

Male

#### Race or Ethnic Identity

- American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian** – 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
- Black or African American** – A person having origins in any of the Black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”
- Native Hawaiian** or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** – A person having origins in any of the original peoples of Europe, North Africa, or Middle East.
- Hispanic or Latino** (All races) – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. If selected, please select one of the following categories:
- 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 race other than White.

**Veteran Status**

**SPECIAL NOTICE TO VIETNAM ERA VETERANS AND OTHER COVERED VETERANS:**

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974, as amended, are required to take affirmative action to employ and advance in employment veterans of the Vietnam Era and other protected veterans. Regulations issued by the US Department of Labor with respect to Vietnam Era veterans and other protected veterans require that federal contractors provide an opportunity for self-identification to candidates seeking employment or advancement. Such self-identification is submitted on a voluntary and confidential basis for use only in accordance with regulations, and without subjecting the individual to adverse treatment.

**Veteran of the Vietnam Era** – Defined as a veteran who a) served on active duty in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge; or c) was discharged or released from active duty for a Service-connected disability if any part of his or her active duty was performed between August 5, 1964, and May 7, 1975.

**Other Eligible Veteran** – Defined as any veteran who served who served on active duty in the US military, ground, naval, or air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than special disabled veterans or veterans of the Vietnam era. To identify the campaigns or expeditions that meet this criterion, contact the Office of Personnel Management (OPM) and ask for the OPM VETS Guide, Appendix A, also available at <http://www.opm.gov/veterans/html/vgmedal2.asp>

**Special Disabled Veteran** – Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (I) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a Service-connected disability.

**Other Disability Status**

**SPECIAL NOTICE TO DISABLED EMPLOYEES**

AES is a federal contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, which requires federal contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities. MRC/WFI is also subject to the Americans with Disabilities Act (ADA). Under both the Rehabilitation Act and the ADA, a qualified individual with a disability may be entitled to reasonable accommodation where that would enable that individual to perform the essential duties of his or her position properly and safely. If you are an individual with a disability and 1) would like to be considered under the affirmative action program, and/or 2) would like to be contacted confidentially regarding your disability and possible need for accommodation, please complete the section below. Please note that submission of this information is voluntary and a decision not to provide it will not subject you to any adverse treatment. You may inform the company of your desire to benefit under the program and/or request reasonable accommodation at this time or at any time in the future. The information you provide in this self-identification form regarding your disability will be kept confidential except as expressly allowed under the Rehabilitation Act and the ADA.

**Individual with Disabilities** Defined as a person who 1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), 2) has a record of such impairment(s), or 3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

**If disabled**, do you have limitations due to your disability that may affect your ability to satisfactorily perform the job duties described in the/your job description?  Yes  No If yes, please explain: \_\_\_\_\_

**If disabled**, are there any reasonable accommodations we could make that would enable you to perform the job properly and safely?  Yes  No If yes, please explain: \_\_\_\_\_

Would you like to be contacted confidentially regarding your disability?  Yes  No

**PROSPECTIVE/CURRENT EMPLOYEE CERTIFICATION** I certify that I have voluntarily completed this form and that the information provided by me is correct and true to the best of my knowledge. Should I elect to decline self-identifying at this time, I understand that AES’S representatives will, through visual observation or personal knowledge, maintain this information. Completion of this form does not alter the at-will employment policy of AES.

I decline to voluntarily self-identify at this time and understand that I may elect to voluntarily provide this information at any time in the future.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PROSPECTIVE/CURRENT EMPLOYEE CERTIFICATION**

I certify that I have voluntarily completed this form and that the information provided by me is correct and true to the best of my knowledge. Should I elect to decline self-identifying at this time, I understand that AES'S representatives will, through visual observation or personal knowledge, maintain this information. Completion of this form does not alter the at-will employment policy of AES.

I decline to voluntarily self-identify at this time and understand that I may elect to voluntarily provide this information at any time in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Human Resources Use Only**

HR Personnel Admin Updated

HR Rep Initials and Date \_\_\_\_\_