

# APPLICATION FOR EMPLOYMENT



Return To:  
Employee Services • PO Box 190 • Indiana, PA 15701

*Qualified applicants are considered without regard to race, religion, color, sex, age, pregnancy, national origin, ancestry, veteran status, citizenship, physical or mental disability, genetic information or any other protected class.*

<b>PERSONAL INFORMATION</b>			
Last Name:	First:	Middle:	Date:
Address:			Home Telephone:
City:	State:	Zip:	Business Telephone:
County:	Email Address:		Cell Phone:
<b>Position Desired:</b> <input type="checkbox"/> Teller/Retail/Sales <input type="checkbox"/> Departmental <input type="checkbox"/> Other _____			Social Security #:
<b>I am available for:</b> Full-Time <input type="checkbox"/> Yes <input type="checkbox"/> No      Internship <input type="checkbox"/> Yes <input type="checkbox"/> No Part-Time <input type="checkbox"/> Yes <input type="checkbox"/> No      Summer Work <input type="checkbox"/> Yes <input type="checkbox"/> No			Salary Expectations:
<b>Days and Hours Available: (apart from absence for religious observation)</b> <input type="checkbox"/> Sunday _____ <input type="checkbox"/> Wednesday _____ <input type="checkbox"/> Saturday _____ <input type="checkbox"/> Monday _____ <input type="checkbox"/> Thursday _____ <input type="checkbox"/> Tuesday _____ <input type="checkbox"/> Friday _____			Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>How did you hear about employment opportunities at S&amp;T Bank?</b> <input type="checkbox"/> Newspaper Classified Ad: _____ <input type="checkbox"/> Employee Referral: _____ <input type="checkbox"/> Company Website: _____ <input type="checkbox"/> Job Fair: _____ <input type="checkbox"/> Internet Job Board Posting: _____ <input type="checkbox"/> College Career Center: _____ <input type="checkbox"/> State Employment Office: _____ <input type="checkbox"/> Other: _____			Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
			When will you be available to begin work? Date: _____
<i>If applicable, please enclose a copy of your college transcript(s).</i>			

<b>EDUCATION</b>					
	School Name	Course of Study	Yrs. Completed	Did you Graduate?	Diploma or Degree
High School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business/Trade/Technical				<input type="checkbox"/> YES <input type="checkbox"/> NO	
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School				<input type="checkbox"/> YES <input type="checkbox"/> NO	

<p><b>MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS</b>  <i>(Exclude those which may disclose your race, color, religion, national origin or other protected status)</i></p>          <p><b>OTHER JOB RELATED, MILITARY OR COMPUTER TRAINING</b></p>
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## EMPLOYMENT (Please list last 3 Employers)

### EMPLOYER #1

Company Name: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_ Employment Status:  PT OR  FT

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
thru \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Briefly describe your job duties and responsibilities \_\_\_\_\_

### EMPLOYER #2

Company Name: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_ Employment Status:  PT OR  FT

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
thru \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Briefly describe your job duties and responsibilities \_\_\_\_\_

### EMPLOYER #3

Company Name: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_ Employment Status:  PT OR  FT

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
thru \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Briefly describe your job duties and responsibilities \_\_\_\_\_

## PROFESSIONAL REFERENCES

Name	Title	Business	Telephone
1.			
2.			
3.			

## NOTIFICATION AND AUTHORIZATION TO CONDUCT EMPLOYMENT BACKGROUND INVESTIGATION

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?  YES  NO If "Yes", describe in full: \_\_\_\_\_

I certify that the information provided in this Application of Employment is true, correct, and complete. If employed, any misstatement of fact on this application may result in dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to employ me in the future. I hereby authorize S&T Bank to investigate my background to determine any and all information of concern to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information. I understand that this form indicates that a background search will be conducted and that this is my notification of that intent. I understand that the purpose of this background investigation is to determine my suitability for employment. Additionally, S&T Bank is hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and all subsequent reports needed as it pertains to employment.

Date \_\_\_\_\_ Signature \_\_\_\_\_

# JUSTIFACTS CREDENTIAL VERIFICATION, INC.

8085 Saltsburg Road, Suite 100, Pittsburgh, PA 15239

PHONE: (800) 356-6885 ~ FAX: (412) 798-4799

[www.justifacts.com](http://www.justifacts.com)

## Notification and Authorization to Conduct Employment Background Investigation

I hereby authorize Justifacts Credential Verification, Inc, an Agent for **S&T Bank** to investigate my background to determine any and all information of concern to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information. I understand that this form indicates that a background search will be conducted and that this is my notification of that intent. I understand that the purpose of this background investigation is to determine my suitability for employment and may elicit information on my character, general reputation, personal characteristics and mode of living.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and all subsequent reports needed as it pertains to employment.

**PLEASE PRINT CLEARLY**

FULL NAME: \_\_\_\_\_

OTHER NAMES USED/MAIDEN NAME/DATES: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

LIST ALL ADDRESSES FOR PAST 7 YEARS: \_\_\_\_\_ DATES: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

\*\*\* HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Notice to California Applicants

*(You may omit minor traffic offenses, any convictions which have been sealed, expunged or statutorily eradicated, convictions more than two years old for the following marijuana related offenses: HS11357b&c, HS11360c, HS11364, HS11365, HS11550, and misdemeanors for which probation was completed and the case was judicially dismissed)*

If yes, please explain: \_\_\_\_\_

**Note:** No applicant will be denied employment solely on the grounds of conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position will be considered.

Under Section 1786.22 of the California Civil Code, you have the right to request from Justifacts, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you which Justifacts has previously furnished within the two-year period preceding your request. You may view the file maintained on you by Justifacts during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

**California, Minnesota & Oklahoma Applicants Only: Please check this box if you would like a copy of the background check mailed to you.** Minnesota and Oklahoma applicants will receive a copy direct from Justifacts or its designee. California applicants may receive a copy from either the prospective employer or Justifacts.

**NOTICE:** Under federal law, you have the right to request disclosure of the nature and scope of our investigation by providing us with a written request within 60 days of our background investigation.

Subscriber certifies that consumer credit information, consumer reports, as defined by the Fair Credit Reporting Act, 15 U.S.C. 1681 at seq. ("FCRA"), will be ordered only when intended to be used as a factor in establishing a consumer's eligibility for employment and that consumer credit information will be used for no other purposes. It is recognized and understood that the FCRA provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency" (such as Justifacts) "under false pretenses shall be fined not more than \$5,000 or imprisoned not more than two years or both."  
REV. 3/05

# HIRE SUCCESS EMPLOYMENT TESTING SYSTEM PERSONALITY PROFILE FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

E-Mail Address \_\_\_\_\_@\_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Below is a list of words. Enter a NUMBER in the Box that BEST describes your Personality, Characteristics and Traits AT WORK. Take your time and be as honest as possible.**

- 1 = OFTEN Applies.
- 2 = In Between, but More Than Half the Time
- 3 = Applies About Half The Time
- 4 = In Between but Less Than Half the Time
- 5 = SELDOM APPLIES

**Example:** If the word describes you MOST of the time, choose 1. If it hardly EVER applies, choose 5. If it applies somewhere in between, choose 3. Use 2 and 4 to show emphasis in one direction or another.

**Please be sure and fill in an answer for ALL of the words.**

- |                         |                       |                       |
|-------------------------|-----------------------|-----------------------|
| 1 ( ) Skeptical         | 34 ( ) Tolerant       | 67 ( ) Trusting       |
| 2 ( ) Firm              | 35 ( ) Decisive       | 68 ( ) Reliant        |
| 3 ( ) Inspiring         | 36 ( ) Good Listener  | 69 ( ) Fidgety        |
| 4 ( ) Sincere           | 37 ( ) Witty          | 70 ( ) Doubtful       |
| 5 ( ) Convincing        | 38 ( ) Outgoing       | 71 ( ) Low Keyed      |
| 6 ( ) Neat              | 39 ( ) Sympathetic    | 72 ( ) Callous        |
| 7 ( ) Easy Going        | 40 ( ) Curious        | 73 ( ) Carefree       |
| 8 ( ) Problem Solver    | 41 ( ) Spontaneous    | 74 ( ) Accepting      |
| 9 ( ) Persistent        | 42 ( ) Practical      | 75 ( ) Adventurous    |
| 10 ( ) Patient          | 43 ( ) Peace Maker    | 76 ( ) Hesitant       |
| 11 ( ) Sociable         | 44 ( ) Logical        | 77 ( ) Demanding      |
| 12 ( ) Promoter         | 45 ( ) Efficient      | 78 ( ) Meticulous     |
| 13 ( ) Analytical       | 46 ( ) Thoughtful     | 79 ( ) Believable     |
| 14 ( ) Accommodating    | 47 ( ) Confident      | 80 ( ) Sensitive      |
| 15 ( ) Influencing      | 48 ( ) Risk Taker     | 81 ( ) Self-Directed  |
| 16 ( ) Restless         | 49 ( ) Idealistic     | 82 ( ) Calculated     |
| 17 ( ) Unpredictable    | 50 ( ) Enjoys Change  | 83 ( ) Unstructured   |
| 18 ( ) Supportive       | 51 ( ) Accurate       | 84 ( ) Shy            |
| 19 ( ) Planner          | 52 ( ) Workaholic     | 85 ( ) Follows Rules  |
| 20 ( ) Cautious         | 53 ( ) Follow Through | 86 ( ) Vigorous       |
| 21 ( ) Resourceful      | 54 ( ) Optimistic     | 87 ( ) Autonomous     |
| 22 ( ) Talkative        | 55 ( ) Outspoken      | 88 ( ) Eager          |
| 23 ( ) Loyal            | 56 ( ) Perfectionist  | 89 ( ) Restrained     |
| 24 ( ) Strong Willed    | 57 ( ) Stable         | 90 ( ) Forceful       |
| 25 ( ) Motivates Others | 58 ( ) Energetic      | 91 ( ) Rigid          |
| 26 ( ) Adaptable        | 59 ( ) Competitive    | 92 ( ) Messy          |
| 27 ( ) Reserved         | 60 ( ) Diplomatic     | 93 ( ) Purposeful     |
| 28 ( ) Assertive        | 61 ( ) Compliant      | 94 ( ) Timid          |
| 29 ( ) Creative         | 62 ( ) Unforgiving    | 95 ( ) Unorganized    |
| 30 ( ) Consistent       | 63 ( ) Unsystematic   | 96 ( ) Guarded        |
| 31 ( ) Enthusiastic     | 64 ( ) Empathetic     | 97 ( ) Uncompromising |
| 32 ( ) Detailed         | 65 ( ) Hasty          | 98 ( ) Tranquil       |
| 33 ( ) Independent      | 66 ( ) Indifferent    | 99 ( ) Deliberate     |
|                         |                       | 100 ( ) Impulsive     |



Please check each location that interests you.

#### ALLEGHENY COUNTY

- East Oakmont**  
2190 Hulton Road  
Verona, PA 15147
- Haymaker**  
4580 Broadway Boulevard  
Monroeville, PA 15146
- Holiday Park**  
2388 Route 286  
Pittsburgh, PA 15239
- Holiday Park Drive-Up**  
2320 Route 286  
Pittsburgh, PA 15239
- Monroeville**  
4385 Old William Penn Highway  
Monroeville, PA 15146
- O'Hara Township**  
1077 Freeport Road  
Pittsburgh, PA 15238
- Penn Hills**  
12262 Frankstown Road  
Pittsburgh, PA 15235
- Plum**  
7660 Saltsburg Road  
Pittsburgh, PA 15239
- Shadyside**  
820 South Aiken Avenue  
Pittsburgh, PA 15232
- Squirrel Hill**  
Financial Center  
6306 Forbes Avenue  
Pittsburgh, PA 15217
- Unity**  
301 Unity Center Road  
Pittsburgh, PA 15239
- Wexford**  
12550 Perry Highway  
Wexford, PA 15090
- White Oak**  
2003 Lincoln Way  
White Oak, PA 15131

#### ARMSTRONG COUNTY

- Ford City**  
920 Fifth Avenue  
Ford City, PA 16226
- Hilltop Plaza**  
12 Hilltop Plaza  
Kittanning, PA 16201

#### BLAIR COUNTY

- Altoona Regional Banking Center**  
1100 Logan Boulevard  
Altoona, PA 16602
- Mansion Park**  
3305 Sixth Avenue  
Altoona, PA 16602
- Strawberry Meadows**  
200 Patchway Road  
Duncansville, PA 16635

#### BUTLER COUNTY

- Butler**  
220 New Castle Road  
Butler, PA 16001

#### CAMBRIA COUNTY

- Ebensburg**  
3135 New Germany Road  
Ebensburg, PA 15931
- Gallitzin**  
701 Main Street  
Gallitzin, PA 16641
- Loretto**  
180 St. Mary's Street  
Loretto, PA 15940
- Portage**  
737 Main Street  
Portage, PA 15946
- Richland**  
1516 Scalp Avenue  
Johnstown, PA 15904
- Southmont**  
307 State Street  
Johnstown, PA 15905
- S&T-Evergreen Insurance**  
196 Industrial Park Drive  
Ebensburg, PA 15931
- Summerhill**  
265 Croyle Street  
Summerhill, PA 15958

#### CLARION COUNTY

- Clarion**  
410 Main Street  
Clarion, PA 16214
- New Bethlehem**  
628 Broad Street  
New Bethlehem, PA 16242

#### CLEARFIELD COUNTY

- DuBois Drive-Up**  
35 West Scribner Avenue  
DuBois, PA 15801

- DuBois Mall**  
5522 Shaffer Road Suite 99  
DuBois, PA 15801
- Liberty Boulevard**  
614 Liberty Boulevard  
DuBois, PA 15801

#### INDIANA COUNTY

- Armagh**  
133 Philadelphia Street  
Armagh, PA 15920
- Blairsville Station**  
205 East Market Street  
Blairsville, PA 15717
- Homer City**  
34 North Main Street  
Homer City, PA 15748

- Indian Springs**  
2455 Route 286 South  
Indiana, PA 15701

- Main Office**  
800 Philadelphia Street  
Indiana, PA 15701

- North Fourth Street**  
324 North Fourth Street  
Indiana, PA 15701

- Resort Plaza**  
111 Resort Plaza Drive  
Blairsville, PA 15717

- Saltsburg**  
602 Salt Street  
Saltsburg, PA 15681

- Southtowne Plaza**  
3100 Oakland Avenue  
Indiana, PA 15701

- Training & Support Center**  
355 North Fifth Street  
Indiana, PA 15701

- Wayne Avenue**  
1107 Wayne Avenue  
Indiana, PA 15701

- S&T-Evergreen Insurance**  
5th & Philadelphia Street  
Indiana, PA 15701

#### JEFFERSON COUNTY

- Brockway**  
456 Main Street  
Brockway, PA 15824

- Brookville**  
256 Main Street  
Brookville, PA 15825

- Hampton Avenue**  
232 Hampton Avenue  
Punxsutawney, PA 15767

- Mahoning**  
539 West Mahoning Street  
Punxsutawney, PA 15767

- Reynoldsville**  
418 Main Street  
Reynoldsville, PA 15851

- Route 36**  
209 Allegheny Boulevard  
Brookville, PA 15825

#### WESTMORELAND COUNTY

- Allegheny Towne Center**  
30 Towne Center Drive  
Leechburg, PA 15656

- Delmont**  
85 Greensburg Street  
Delmont, PA 15626

- Derry**  
100 South Chestnut Street  
Derry, PA 15627

- Fort Allen Shop n' Save**  
4589 Route 136  
Greensburg, PA 15601

- Greensburg**  
701 East Pittsburgh Street  
Greensburg, PA 15601

- Irwin**  
309 Main Street  
Irwin, PA 15642

- Irwin Route 30**  
9350 Lincoln Highway  
Irwin, PA 15642

- Latrobe**  
3884 Route 30 East  
Latrobe, PA 15650

- Murrysville**  
4251 Old William Penn Highway  
Murrysville, PA 15668

- Penn Township**  
4021 Route 130  
Irwin, PA 15642

- Youngwood**  
100 South Fourth Street  
Youngwood, PA 15697

# APPLICANT INVITATION TO SELF-IDENTIFY

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

Thank you for considering S&T Bank in your job search. S&T Bank is an Equal Opportunity Employer committed to the policies and principles of Non-Discrimination and Affirmative Action (AA). In order to evaluate and improve our recruiting processes and to respond to federal recordkeeping and reporting requirements, we invite you to complete this brief form. Providing this information is voluntary; refusal to provide the information will not result in any adverse treatment. This Information Form will be kept in a separate, confidential file and will be used only for government reporting purposes.

If you choose not to self-identify your sex or race/ethnicity at this time, the federal government requires S&T Bank to determine this information by visual survey.

## RACE/ETHNIC GROUPS:

- White (Not of Hispanic origin)** – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black (Not of Hispanic origin)** – All persons having origins in any of the Black racial groups of Africa.
- Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
- American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- Two or More Races** – All persons who identify with more than one of the above five races. (Not Hispanic or Latino)

### IF YOU SELECTED "TWO OR MORE RACES" PLEASE IDENTIFY THE RACE WITH WHICH YOU PRIMARILY IDENTIFY:

- White (Not Hispanic or Latino)       Black or African American (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)       American Indian or Alaska Native (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

## SEX:

- Male     Female

## HOW DID YOU FIND OUT ABOUT THIS POSITION?

- Newspaper Classified Ad       Employee Referral
- Company Website       Job Fair
- Internet Job Board Posting       College Career Center
- State Employment Office       Other:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Qualified applicants are considered for employment and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, veteran status, genetic information, disability or any other classification protected by Federal, State, or Local law.

TO BE COMPLETED BY HUMAN RESOURCES			
EEO-1 Category / Job Group:		Date entered into system:	

# Equal Employment Opportunity is

## THE LAW

### Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

#### RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color; religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate and employee's religious practices where the accommodation does not impose undue hardship.

#### DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

#### AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

#### SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

#### GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employer's acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

#### RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in the discrimination proceeding, or otherwise opposes an unlawful employment practice.

#### WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY Number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

### Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

#### RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

#### INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

#### DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

#### RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W. Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202)693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

### Programs or Activities Receiving Federal Financial Assistance

#### RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

#### INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.