

**CITY OF SAN MARINO**  
**Voluntary Self-Identification of Race/Ethnicity and Gender for EEOC Reporting**

**INSTRUCTIONS**

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

**Anti-Discrimination Notice.** It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

The City of San Marino is subject to certain federal nondiscrimination and affirmative action recordkeeping and reporting requirements regarding employees' race/ethnicity and gender. To assist the City in gathering this statistical information required by the Equal Employment Opportunity Commission (EEOC), we ask that you voluntarily complete this form. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. If you choose not to self-identify your race/ethnicity or gender at this time, the federal government requires the City to determine this information by visual survey and/or other available information.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes. The definitions for each race/ethnicity category below have been established by the federal government.

**INVITATION TO SELF-IDENTIFY**

**Question 1.** What is your race/ethnicity? Please mark the one box that describes the race/ethnicity category with which you primarily identify.

- Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American:** a person having origins in any of the black racial groups of Africa.
- 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.
- Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races:** a person who primarily identifies with two or more of the above race/ethnicity categories.

**Question 2.** Please state your gender: \_\_\_\_\_

**DECLINE TO SELF-IDENTIFY**

- Please check this box if you DO NOT WISH to answer Question 1 or Question 2.

**FOR CITY USE ONLY**

POSITION: \_\_\_\_\_

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