



Voluntary Pre-Employment Information Form

The Board of Water and Light is committed to equal employment opportunity for all applicants without regard to race, color, creed, religion, gender, age, marital status, national origin, status as a Vietnam Era or disabled veteran, disability, sexual orientation, or status with regard to public assistance, or any other characteristic protected under federal, state, or local law. To help us comply with federal and state reporting and record keeping requirements, we ask that you complete the following information. This information will not be used during the hiring process and will be kept in a confidential file without your name on it, separate from your application for employment. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. We appreciate your cooperation.

(Please Print)

Position Applied For: _____

How did you hear about this position?

- | | | |
|---|---|---|
| <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Current Employee | <input type="checkbox"/> Minority Publication |
| <input type="checkbox"/> Agency | <input type="checkbox"/> Former Employee | <input type="checkbox"/> Phone Inquiry |
| <input type="checkbox"/> Intern Program | <input type="checkbox"/> Internet Posting | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> College Recruiting | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Executive Referral |
| <input type="checkbox"/> Other (please specify) _____ | | |

Gender: Male Female

Cultural Origin:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Black | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Hispanic | |

Check Any That Apply:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Handicap | <input type="checkbox"/> Vietnam Era Veteran | <input type="checkbox"/> Disabled Veteran |
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Please return to Human Resources at:

Lansing Board of Water and Light
1232 Haco Drive
P.O. Box 13007
Lansing, MI 48901
Attn: Human Resources
OR
Fax: 517-702-6638

THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER