

EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM

Marking Instructions:

- Use a No. 2 pencil or blue or black ink pen only.
- Do not use pens with ink that soaks through the paper.
- Make solid marks that fill the oval completely.
- Make no stray marks on this form.

CORRECT



INCORRECT



Completion of this form is voluntary for all applicants for positions within the New York State Unified Court System. The information provided is filed with the Office of Court Administration and is maintained separately and confidentially. The information is not used for selection purposes but only to evaluate the success of the court system's equal employment opportunity efforts. **Do not send this form with the job application.** Please fold as indicated, place in an envelope and forward to the address shown on the back.

1. RECRUITMENT STAGE (MARK ONE ONLY)

- a. Examination Application c. Job Application e. Appointment
 b. Day of Examination d. Job Interview

2. JOB TITLE _____

ANNOUNCEMENT NUMBER

SOCIAL SECURITY NUMBER

YEAR OF BIRTH

3.

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

4.

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

5.

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

6. GENDER Male Female

7. HIGHEST LEVEL OF EDUCATION COMPLETED (MARK ONE ONLY)

- a. Less than High School Graduation g. Graduate Study Beyond Bachelor's Degree
 b. High School or Equivalency Diploma h. Master's Degree
 c. 2-Yr. College (No degree) i. Graduate Study Beyond Master's
 d. Associate's Degree j. Doctorate
 e. 4-Yr. College (No degree) k. Law Degree
 f. Bachelor's Degree

8. RACE/ETHNIC ORIGIN (MARK ONE ONLY)

- a. **White**
 (Not of Hispanic Origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. **Black**
 (Not of Hispanic Origin): All persons having origins in any of the Black racial groups of Africa.
- c. **Hispanic**
 All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. **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, Japan, Korea, the Philippine Islands, and Samoa.
- e. **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.

9. DISABLED - Do you have a physical or mental impairment which substantially limits one or more major life activities or have a record of such impairment or have been classified as disabled by a school or agency?

- Yes No

10. DO YOU LIVE IN NEW YORK STATE?

- Yes No

11. IF YOU LIVE IN NEW YORK STATE, PLEASE INDICATE COUNTY.

- | | | |
|-------------------------------------|--|--|
| <input type="radio"/> 1 Albany | <input type="radio"/> 22 Herkimer | <input type="radio"/> 43 Richmond (S.I.) |
| <input type="radio"/> 2 Allegany | <input type="radio"/> 23 Jefferson | <input type="radio"/> 44 Rockland |
| <input type="radio"/> 3 Bronx | <input type="radio"/> 24 Kings (Bklyn.) | <input type="radio"/> 45 St. Lawrence |
| <input type="radio"/> 4 Broome | <input type="radio"/> 25 Lewis | <input type="radio"/> 46 Saratoga |
| <input type="radio"/> 5 Cattaraugus | <input type="radio"/> 26 Livingston | <input type="radio"/> 47 Schenectady |
| <input type="radio"/> 6 Cayuga | <input type="radio"/> 27 Madison | <input type="radio"/> 48 Schoharie |
| <input type="radio"/> 7 Chautauqua | <input type="radio"/> 28 Monroe | <input type="radio"/> 49 Schuyler |
| <input type="radio"/> 8 Chemung | <input type="radio"/> 29 Montgomery | <input type="radio"/> 50 Seneca |
| <input type="radio"/> 9 Chenango | <input type="radio"/> 30 Nassau | <input type="radio"/> 51 Steuben |
| <input type="radio"/> 10 Clinton | <input type="radio"/> 31 New York (Man.) | <input type="radio"/> 52 Suffolk |
| <input type="radio"/> 11 Columbia | <input type="radio"/> 32 Niagara | <input type="radio"/> 53 Sullivan |
| <input type="radio"/> 12 Cortland | <input type="radio"/> 33 Oneida | <input type="radio"/> 54 Tioga |
| <input type="radio"/> 13 Delaware | <input type="radio"/> 34 Onondaga | <input type="radio"/> 55 Tompkins |
| <input type="radio"/> 14 Dutchess | <input type="radio"/> 35 Ontario | <input type="radio"/> 56 Ulster |
| <input type="radio"/> 15 Erie | <input type="radio"/> 36 Orange | <input type="radio"/> 57 Warren |
| <input type="radio"/> 16 Essex | <input type="radio"/> 37 Orleans | <input type="radio"/> 58 Washington |
| <input type="radio"/> 17 Franklin | <input type="radio"/> 38 Oswego | <input type="radio"/> 59 Wayne |
| <input type="radio"/> 18 Fulton | <input type="radio"/> 39 Otsego | <input type="radio"/> 60 Westchester |
| <input type="radio"/> 19 Genesee | <input type="radio"/> 40 Putnam | <input type="radio"/> 61 Wyoming |
| <input type="radio"/> 20 Greene | <input type="radio"/> 41 Queens | <input type="radio"/> 62 Yates |
| <input type="radio"/> 21 Hamilton | <input type="radio"/> 42 Rensselaer | |

12. JOB INFORMATION SOURCE:

- How did you find out about this job?
- a. Posted notice at a court facility
 b. Posted notice at another public facility
 c. Unified Court System Employment Hotline
 d. Recruitment visit from U.C.S. representative
 e. Job kiosk
 f. Career or job fair
 g. Friend or relative employed by U.C.S.
 h. School (guidance counselor or placement service)
 i. Union or fraternal organization
 j. Minority or women's professional organization
 k. Local newspaper

----- PLEASE FOLD ALONG DASH LINE - DO NOT TAPE OR STAPLE SHUT -----

HR CIVIL SERVICE ADMINISTRATION
10TH FL ROOM 1047
25 BEAVER ST
NEW YORK NY 10004

SEND TO:

----- PLEASE FOLD ALONG DASH LINE - DO NOT TAPE OR STAPLE SHUT -----