

GENERAL INFORMATION: Under federal guidelines, it is the responsibility of all employers to maintain records concerning their applicant populations, as required by four federal agencies set forth in the *Federal Register- Uniform Guidelines on Employee Selection Procedures (1978)*. The following information will not be used, in any way, for making employment decisions. It is for record keeping only. Your application, MCPS Form 460-27: *Employment Application*, will not be considered complete unless the following information is provided and submitted with application.

First three letters of last name 1 3

Current Date M M D D Y Y 4 9

Social Security No. 10 18

Sex: Female = F, Male = M 19

Race/ethnic Group 20

1 = White (not of Hispanic origin) 4 = American Indian or Alaskan Native
2 = African/Black (not of Hispanic origin) 5 = Hispanic (i.e., Mexican, Puerto Rican, Cuban, Central or South American or others of Spanish origin or culture)
3 = Asian or Pacific Islander

Are you presently employed by MCPS? 21

Yes = 1, No = 2

If "Yes," give job title: _____

List titles of the positions for which you are applying:

For Office Use Only

22 25

26 29

30 33

34 37

This record is to be forwarded with application and filed separately from the employment application by the Department of Staffing. Federal law is violated if sex or race/ethnic group information is used to discriminate against applicants.