



PennState

Notice of Combined Annual Security Report and Annual Fire Safety Report Availability

Penn State is committed to assisting all members of our community in providing for their own safety and security. The annual security and fire safety compliance document is available on the University Police and Public Safety website at <http://www.police.psu.edu/clery/security-reports/index.cfm>.

If you would like to receive a paper copy of the combined Annual Security and Fire Safety Report which contains this information you can contact University Police & Public Safety at 24 Eisenhower Parking Deck, University Park, PA 16802. You can request that a copy be mailed to you by calling (814) 863-1273.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Penn State; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by The Pennsylvania State University Police & Public Safety Department.



AFFIRMATIVE ACTION APPLICANT DATA CARD

Return to: Dept. Address _____

Name _____
Last First & Middle Initial

Date _____ Sex: Male Female Position Applied For _____

The University's commitment to equal opportunity, nondiscrimination, and affirmative action is realized through its Affirmative Action Compliance Plan. This Plan and legal* responsibilities to equal employment opportunity require periodic reports of job applicants by race/ethnic categories, sex, and veteran status. This information is voluntary and will be kept confidential. PLEASE CHECK THE APPLICABLE CATEGORIES IN **A** AND **B** BELOW:

- A.** Hispanic/Latino Not Hispanic/Latino
- B.** American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

Signature _____ Date _____

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination

* LAWS AND REGULATIONS: Civil Rights Act of 1964; Equal Pay Act; Age Discrimination Act; Rehabilitation Act; Education Amendments; Vietnam Veterans Readjustment Act; Executive Order 11246; The Pennsylvania Human Relations Act; the Americans with Disabilities Act (ADA). The categories are defined as follows:

- A. Hispanic or Latino: Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. American Indian or Alaskan Native: All persons having origins in any of the original people of North and South America, including Central America, and who maintain a tribal affiliation or community attachment.

Asian: All persons 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, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: All persons having origins in any of the Black groups of Africa.

Native Hawaiian or Other Pacific Islander: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

INSTRUCTIONS FOR COMPLETING *AFFIRMATIVE ACTION APPLICANT DATA CARD*

For Faculty / Executive / Administrator:

Originating Office will:

1. Indicate the card's return address.
2. Indicate the position applied for.

Applicant will:

3. Print name, date, and indicate sex.
4. Check appropriate boxes in Sections A and B to indicate race and ethnicity as defined at the bottom of the form.
5. Sign the form and return it to the indicated departmental return address.

For Staff:

Originating Office (if different than the Office of Human Resources) will:

1. Enter the Office of Human Resources - Employment Division.
2. Indicate the position applied for.

Applicant will:

3. Print name, date, and indicate sex.
4. Check appropriate boxes in Sections A and B to indicate race and ethnicity as defined at the bottom of the form.
5. Sign the form and return it to the Office of Human Resources - Employment Division.

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
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Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your Name

Today's Date

Voluntary Self-Identification of Disability

Form CC-305
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Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.