

Nol-Tec Systems, Inc.

**Invitation to Applicants for Voluntary Inclusion in the Nol-Tec Systems, Inc.
Affirmative Action Program for Minorities and Females**

Nol-Tec Systems, Inc. is committed to a policy of Equal Employment Opportunity and Affirmative Action under applicable federal and state laws. Please help us fulfill these commitments by providing the information requested below. Providing this information is *voluntary*. Refusal to provide this information will not result in any adverse treatment. The information provided will be kept separate from the "Employment Application" and in strict confidence except that government officials investigating affirmative action program compliance may have access to reported information.

To be included in Nol-Tec Systems, Inc.'s Affirmative Action Program, please check the appropriate box(es). In the event you do not complete this form, this data will be gathered by visual observation.

Thank you for your cooperation in this important initiative.

Position Applied For: _____

Name: _____

Date: _____

How did you hear about the job opening? Minnesota Job Bank
 Newspaper - if so, which paper? _____ Other _____

Gender: (check one gender box only)

Female Male

Race: (check one race box only)

- | | |
|--|--|
| <input type="checkbox"/> Hispanic or Latino | All persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. |
| <input type="checkbox"/> White | Not Hispanic or Latino – All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| <input type="checkbox"/> Black or African American | Not Hispanic or Latino – All persons having origins in any of the black racial groups of Africa. |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | Not Hispanic or Latino – All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| <input type="checkbox"/> Asian | Not Hispanic or Latino – 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, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| <input type="checkbox"/> American Indian or Alaska Native | Not Hispanic or Latino – All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. |
| <input type="checkbox"/> Two or More Races | Not Hispanic or Latino – All persons who identify with more than one of the above five races. |

Nol-Tec Systems, Inc.

***Invitation to Applicants for Voluntary Inclusion in the Nol-Tec Systems, Inc.
Affirmative Action Program for Individuals with Disabilities, Special
Disabled Veterans, Veterans of the Vietnam Era, and Other Veterans***

Nol-Tec Systems, Inc. is committed to a policy of Equal Employment Opportunity and Affirmative Action under applicable federal and state laws. This obligation extends to individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other veterans, under applicable state and federal law. Please help us fulfill our commitments by providing the information requested below. Providing this information is *voluntary*. Refusal to provide this information will not result in any adverse treatment. The information you provide will be kept in strict confidence except that:

- 1) Necessary management and supervisory personnel may be informed to ensure proper placement and to provide reasonable job accommodations;
- 2) First aid and safety personnel may be informed to the extent appropriate, if the condition might require emergency treatment; and
- 3) Government officials investigating affirmative action program compliance may have access to reported information.

To be included in Nol-Tec Systems, Inc.'s Affirmative Action Program, please complete the requested information that follows. *If you choose not to self-identify at this time, you may do so at any time during your employment with Nol-Tec Systems, Inc.*

Thank you for your cooperation in this important initiative.

Name: _____

Position: _____ **Date:** _____

(check all applicable boxes)

- Individual with a Disability** An "individual with a disability" means a person who: 1) has a physical or mental impairment which substantially limits one or more of his or her major life activities; 2) has a record of such impairment, or 3) is regarded as having such an impairment.
- Special Disabled Veteran** A "special disabled veteran" means A) a person who is entitled to disability compensation under laws administered by the Veterans Administration or a disability 1) rated at 30 percent or more; or 2) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 of Title 38 to have a serious employment disability or B) a person who was discharged or released from active duty because of a service-connected disability.

Veteran of the Vietnam Era

A "veteran of the Vietnam era" means a person who: A) served on active duty for a period of more than 180 days, and was discharged or released with other than a dishonorable discharge, if any part of the active duty occurred: 1) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or 2) between August 5, 1964 and May 7, 1975, in all other cases; or B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed 1) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or 2) between August 5, 1964 and May 7, 1975, in all other cases.

Newly Separated Veteran

A "newly separated veteran" means a person who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.

Other Veteran

"Other veteran" means veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. To identify the relevant campaigns or expeditions, contact a representative of the Nol-Tec Systems, Inc. Human Resources Department.

If you are an individual with a disability or special disabled veteran, you may choose to use the space below to tell us about:

- 1) Any special methods, skill, and procedures which qualify you for positions within Nol-Tec Systems, Inc. so that you can be considered for any positions of that kind, and
- 2) The reasonable accommodations which we could make which would enable you to perform the job properly and safely, including special equipment or other accommodations.
