

## **Invitation to Self-Identify**

As a Government contractor subject to both Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, as amended, Mercer University takes affirmative action to employ and advance in employment qualified individuals with disabilities, qualified disabled veterans, recently separated veterans, other protected veterans, and Armed Forces service medal veterans.

If you are a qualified individual with a disability, disabled veteran, recently separated veteran, other protected veteran or Armed Forces service medal veteran as defined on page 2, we would like to include you under our affirmative action program. If you wish to be included, please indicate your desires on the next page. You may inform us of your desire to benefit under the program at this time or at any time in the future. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with section 503 of the Rehabilitation Act and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. The information you submit will be kept confidential except: (i) supervisors and managers may be informed regarding work restrictions or necessary accommodations; (ii) first aid and safety personnel to the extent appropriate; and (iii) Government officials engaged in enforcing laws administered by the OFCCP or the Americans with Disabilities Act, may be informed.

If you are an individual with a disability or a disabled veteran, it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, and (ii) the accommodations we could make which would enable you to perform the job properly and safely. This information will assist us in placing you in an appropriate position and/or in making accommodations for your disability.

I wish to self-identify as follows and be included under Mercer University’s affirmative action program (**please check all that apply**):

\_\_\_\_\_ “***Armed Forces Service Medal Veteran***” refers to a person who “while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 FR 1209).”

\_\_\_\_\_ “***Recently Separated Veteran***” refers to “any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty.”

\_\_\_\_\_ “***Disabled Veteran***” refers to “a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or was discharged or released from active duty because of a service-connected disability.

\_\_\_\_\_ “***Other Protected Veteran***” refers to a person who “served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.”

\_\_\_\_\_ “***Qualified Individual with a Disability***” as defined by Section 503 of the Rehabilitation Act of 1973, as amended.

Signed,

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

If you have identified yourself in any of the categories above and wish to be included in Mercer University’s affirmative action program, please complete and return this form to Rhonda Lidstone, Human Resources, Mercer University, 1400 Coleman Avenue, Macon, GA 31207. If you have any questions, please feel free to contact her at (478) 301-2005. This form will be kept separate from your official personnel file.