

GREATER MADISON CONVENTION & VISITORS BUREAU
615 E. WASHINGTON AVENUE > MADISON, WI > 53703

WWW.VISITMADISON.COM

APPLICANT DATA SHEET

Submit to info@visitmadison.com

_____	_____	_____
Last Name	First Name	Middle Name
Application for position (s) of: _____		Date: _____

Please note, completion of this form is voluntary. The Greater Madison Convention and Visitors Bureau, in accordance with their contracts, is collecting this information to comply with the Affirmative Action Ordinance. The disclosure of the following information is voluntary and allows us to meet federal government reporting requirements and evaluate the effectiveness of our recruitment efforts. This sheet will be removed from your application and the data will be kept confidential and will not be used in making employment decisions. Refusal to provide this information will not subject you to any adverse treatment.

Racial and/or Ethnic Heritage (please check the appropriate category)

- White not Hispanic/Latino origin** (A person having origins in any of the original peoples of Europe, the Middle East or North Africa)
- Black or African American not Hispanic/Latino origin** (A person having origins in any of the Black racial groups of Africa)
- Hispanic or Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race)
- American Indian or Alaskan Native not Hispanic/Latino origin** (A person having origins in any of the original peoples of North and South America, including Central America, and who maintain tribal affiliation or community attachment)
- Asian not Hispanic/Latino origin.** (A person 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 or Vietnam)
- Native Hawaiian or Other Pacific Islander not Hispanic/Latino origin** (A person having origins in any of the original peoples of Hawaii, Guana, Samoa or other Pacific Islands)
- Two or more races not Hispanic/Latino origin** (All persons who identify with more than one of the above races)

Gender: Male _____ Female _____

Disability: Do you have a disability? Yes _____ No _____

The GMCVB considers a person with a disability anyone who meets the definition under either the American with Disabilities Act or the Wisconsin Fair Employment Act.

Veteran Status: (please check one)

- Non Veteran
- Veteran - Defined under one or more of the following:
 - served on active duty for a period of more than 180 days, and any part of which occurred between 8/5/64 – 5/7/75 and were discharged or released other than dishonorably; or,
 - was discharged or released from active duty for a service connected disability if any part of the active duty was performed between 8/5/64 – 5/7/75; or,

- who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Haiti, Somalia & Bosnia); or,
- one 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 discharge or release from active duty (recently separated veteran).

It is the policy of the GMCVB to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees. If you need reasonable accommodation(s) during the application process due to disability related functional limitations, please notify the Director of Operations at (608) 441.3948; andler@visitmadison.com

I need an accommodation in the hiring process: Yes _____ No _____

If yes, accommodation requested is: _____

**You will be required to provide written verification from a doctor or other authorized person confirming your disability and indicating reasonable accommodation.

How did you learn of this vacancy?

- Employment Agency: _____
- GMCVB website
- Online job search engine: _____
- Other: _____

FOR PERSONNEL DEPARTMENT ONLY

Position (s) Applied for is Open:

- Yes
- No

Position (s) Considered For: _____ Date: _____
