

The City of Virginia, Minnesota is seeking a **LIBRARY ASSOCIATE (YOUTH SERVICES LIBRARIAN)**. Under the direction of the Library Director, this employee will be working with youth of all ages and numerous organizations to offer programming at varying age levels. These services may be provided in the Library and/or onsite at other facilities.

The successful LIBRARY ASSOCIATE (YOUTH SERVICES LIBRARIAN) at the Virginia Public Library will:

1. Hone their programming and performance skills with events that have an emphasis on early literacy skills, STEM and STEAM, and large group community events.
2. Build and continue partnerships with community organizations ranging from schools and child care businesses to local public businesses and city departments.
3. Work with volunteers of various ages and backgrounds to plan and host excellent events, indoors, outside and out in the community
4. Be self-driven and motivated to complete tasks in a satisfactory manner as well as idea driven to come up with new and better ways to connect for outreach.

Excellent benefits are provided including medical, dental, and life insurance at start, with exceptional retirement benefits through Public Employees Retirement Plan (PERA). Starting hourly wage is \$30.72 per hour during the mandatory six month probation; then \$34.13 per hour after completion of the probation period.

A Master's degree in library science from an ALA accredited institution or Master's degree in related field is required. Public Library experience is preferred. An equivalent combination of related education and experience may be considered.

For a complete job description and application packet, visit the City's website at www.virginiamn.us/employment. All applications, with resume, must be received at City Hall, 327 1st Street South, Virginia MN 55792 by 4:30 p.m. on April 27, 2024

Posted on 04/10/2024

League of MN Cities website
Mesabi Tribune
Hometown Focus

JOB DESCRIPTION

CITY OF VIRGINIA

Date Updated 03/25/2024

Approved by _____

Bargaining Unit Non-Bargaining

AFSCME Local 454

I. **TITLE:** Library Associate

II. **RATE OF PAY:** \$30.72 per hour during six month probation period (as of 01/01/2024);
\$34.13 after completion of probationary period.

III. **REPORTS TO:** Library Director

IV. **RESPONSIBILITIES** (not meant to be inclusive of all duties to be assigned):

1. Provides information services, including research assistance, readers' advisory, chat reference, and instruction.
2. Order library materials and monitors budget areas of assigned collections.
3. Develops collections utilizing professional reviews and library vendors.
4. Partners with community groups and other library agencies, sits on local boards and committees.
5. Performs customer patron tasks that include account registration, basic and advanced circulation functions, placing holds and interlibrary loan requests, and accepting and accepting payment.
6. Develops professional knowledge through reading professional literature, attending at appropriate meetings, conference and workshops, and other opportunities for professional networking
7. Plans, coordinates and implements library programs. Coordinate with Arrowhead Library System Legacy programs and other programming opportunities.
8. Updates the Director on collections, services, planning, policies, and other professional matters and makes related presentations to the Commission and the City Council
9. Coordinate and partner with the Friends of the Virginia Public Library for programming, funding and special donations. Updates the Friends by attending regular meetings.
10. Coordinates service areas and staffing for projects and all programming
11. Performs all phases of cataloging and classifying all materials (Fiction, Nonfiction, Reference, Special Collections and Media)
12. Maintains collections for Fiction, Nonfiction, Reference special collection and media by weeding, inventory, and promoting library collections
13. Provides direct customer service (reference, readers' advisory, and public computer assistance)
14. Provides information services, including research assistance, readers' advisory, chat reference, and instruction.
15. Responds to complaints and problems as they arise; refers to management as needed.
16. Performs customer account tasks that may include account registration, basic circulation functions, placing holds and interlibrary loan requests, and accepting payment and making change.
17. Acts as representative of Library at city, school, and/or community events, as needed.
18. Plans, coordinates and engages in outreach to the community and other organizations that service the City of Virginia.
19. Trains, coordinates, and directs work of Library Assistants and Library Aides
20. Responsible for Library Website and Event Calendar updates
21. All other duties as assigned

JOB DESCRIPTION
CITY OF VIRGINIA

Reference and Adult Outreach

1. Plans, coordinates and implements Winter Reading Program
2. Builds and maintains outreach collections at the clinic and other organizations
3. Researches library trends and topics related to literacy, social interactions, and aging
4. Performs weekly AskMN chat reference

Youth Services and Outreach

1. Coordinates, Organizes and Performs Youth Related activities such as storytelling, including weekly story time
2. Works in a cooperative and friendly manner with youth of all ages
3. Facilitates and Executes Summer Reading Program planning
4. Builds and maintains relationships with schools, area Headstart programs, and child care providers
5. Researches trends and applies practical knowledge skills for early literacy programming and presentations

V. WORK SCHEDULE:

Per Bargaining Unit Agreement - normal workweek shall consist 40 hours a week scheduled between Monday and Saturday; may require split shifts

VI. MINIMUM QUALIFICATIONS:

EDUCATION:

- Master's degree in library science from an ALA accredited institution or Master's degree in related field. An equivalent combination of related education and experience may be considered.
- Public Library experience preferred
- Experience or coursework in the area to which the particular position is assigned
- Expert level computer literacy with the ability to navigate through common operating systems, such as Microsoft Office,
- Ability to understand and use the automated library system as well as other computer based applications., design tools, social media
- Ability to understand and use Library specific software such as Horizon, Arrowhead Library System (ALS), and Libby and library specific databases,
- Perform basic mathematical skills (adding, subtracting, multiplying, dividing)
- Knowledge of popular literature and reading is preferred
- Work effectively under pressure and/or frequent interruptions
- Meet deadlines, accept responsibility and accountability for the performance of duties;

COMMUNICATION

- Ability to speak on a one-to-one and groups basis using appropriate vocabulary and grammar to obtain information and explain policies, procedures, etc.
- Ability to communicate clearly and concisely, both orally and in writing.
- Understand and effectively carry out complex oral and written directions

VOCATIONAL

- Must be able to perform duties assigned in a timely manner with frequent interruptions and/or distractions
- Knowledge of library principals and basic library operating procedures

JOB DESCRIPTION

CITY OF VIRGINIA

- Ability to interpret Library policy for staff and the general public
- Ability to promote interest in library services
- Ability to plan and provide community-oriented library programs and outreach
- Ability to adapt to workplace change
- Ability to classify and catalog material
- Maintain composure in difficult situations including ability to explain policies and procedures to citizens who may be hostile, confused, and agitated; and resolves any discrepancies
- Ability to operate common office equipment such as computers, copiers, and fax machines
- Perform repetitive detail oriented work according to set procedures with great accuracy
- Use analytical and critical thinking, as well as investigation in order to reach/recommend a solution or a decision to solve a problem or accomplish a task

INTERPERSONAL

- Ability to establish and maintain a professional cooperative working relationship with co-workers and the public, interacting appropriately for different purposes and in different contexts.
- Provide friendly, high quality customer service with citizens, vendors, and other City employees
- Establish and maintain effective working relationships with team members, other departments, agencies, management, and the public;
- Willingness to work outside of the library facility as part of Public Outreach, as needed

VII.

PHYSICAL REQUIREMENTS *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

- Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Work regularly requires speaking or hearing, using hands and fingers to handle or feel often using repetitive motions
- Frequently requires standing, walking, sitting and reaching with hands and arms
- Occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting;
- Work requires close vision, distance vision, ability to adjust focus, depth perception, and color perception as well as ability to read;
- Vocal communication is required for conveying detailed or important instructions to others accurately;
- Hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, using general office equipment including writing utensils, electronic monitors and screens.
- While performing the duties of this job, the employee is regularly required to talk and hear at normal office setting levels.

VIII. WORK ENVIRONMENT:

- This position is moderately active and requires standing and sitting for long periods of time, including walking, bending, kneeling, stooping, crouching, and use of arms, hands, and fingers for reaching and grasping all day.
- Environmental characteristics generally typical of a normal office setting
- Noise level is usually moderate
- Nature of work allows for frequent interruptions and/or distractions
- Works with persons of various social, cultural, economic and educational backgrounds on a daily basis.



327 1st Street South Virginia, MN 55792
Phone (218) 748-7500

www.virginiamn.us
Fax (218) 749-3580

APPLICATION FOR EMPLOYMENT

We welcome you as an applicant for employment with the City of Virginia. It is the City of Virginia's policy to provide equal opportunity in employment. The City of Virginia will not discriminate on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The City of Virginia accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Sherry Erickson at 218-749-3568.

Please use ink, PRINT, and fill out this form completely. **A copy of your most recent resume must be attached along with at least three professional references.** All information contained on this application will be considered personal and confidential and used only in conjunction with your possible employment.

Position Desired _____ CHECK: Part-Time Full-Time
 Temporary Seasonal

Name FIRST MIDDLE LAST

Address _____ Date _____

City State Zip _____ Daytime Telephone _____

Email Address _____ Alternate Telephone _____

Are you legally eligible to work in United States in the position in which you are applying? (Proof of citizenship or work eligibility will be required as a condition of employment) Yes No Are you at least 18 years old? Yes No

EDUCATION & LICENSING

Last Grade of School Completed: 9 10 11 12 Post High School: 1 2 3 4 Grad School

Name and Location of High School: _____ Did you graduate or obtain a GED? Yes No

List College(s), University(s), Business, Trade, Technical, and/or Vocational School(s) attended: *Use back of application if additional space needed.*

Name and Address of School	Course of Study	Completed	Diploma/Degree
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Do you have a driver's license? Yes No

If yes, what type? A B C D Other
Please include copies of any certificates/endorsements.

EXPERIENCE List work history beginning with most recent experience first.

Name of Employer

Type of Business

Address

Phone

Dates Employed
From To

Starting Title

Last Title

Name of Supervisor

May we contact now?
Yes No

Reasons for Leaving

Description of Job Duties

SELECT ONE:
Full-Time Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Type of Business

Address

Phone

Dates Employed
From To

Starting Title

Last Title

Name of Supervisor

May we contact now?
Yes No

Reasons for Leaving

Description of Job Duties

SELECT ONE:
Full-Time Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Type of Business

Address

Phone

Dates Employed
From To

Starting Title

Last Title

Name of Supervisor

May we contact now?
Yes No

Reasons for Leaving

Description of Job Duties

SELECT ONE:
Full-Time Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status)

MILITARY EXPERIENCE

Did you serve in the Armed Forces? Yes No

Do you wish to apply for Veterans' Preference points? Yes No

Describe your duties in the Armed Forces:

If you are applying for Veteran's Preference Points, you must complete the enclosed "Application for Veterans' Preference points", and submit the application and required documentation to the City of Virginia by the application deadline of the position for which you are applying.

APPLICANT DATA ADVISORIES ACCORDING TO MINN. STATUTE § 13.04

The City must advise you of the following purpose and intended use of the data. The city collects this information for purposes of selecting a candidate for hire. Your data will be used to verify your identity. In the event you are selected for hire, your data will be used to perform a criminal background check, including using the BCA's website. Consultant, city staff and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order or provided to the state or legislative auditor, upon request. Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary. Consequences arising from supplying or refusing to supply this data: We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

Minors submitting this application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to CITY ADMINISTRATOR, CITY OF VIRGINIA, 327 1st STREET SOUTH, VIRGINIA MN 55792.

AUTHORIZATION

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Virginia is "at will," and that employment may be terminated by either the City of Virginia or me at any time, with or without notice.

With my signature below, I am providing the City of Virginia authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Virginia in writing of any changes to information reported in this application for employment.

Signature

Date

GENERAL INFORMATION ON THE MINNESOTA GOVERNMENT DATA PRACTICES ACT FOR APPLICANTS, EMPLOYEES, AND VOLUNTEERS.

Updated 05.31.2022

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Virginia. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under “Personnel Data” (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran’s status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Virginia, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal employee’s reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience.
- The “complete” terms of any settlement agreement

(including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and

- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city’s to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you is voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee’s data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of Virginia Human Resources Department at 327 1st Street South, Virginia MN 55792. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS’ PREFERENCE DOCUMENTATION: This information will be used for documentation purposes for verifying marital status for requesting applicable spousal Veterans’ Preference credits.

Signature

Date

CITY OF VIRGINIA

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.447, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- A. be a U.S. citizen or resident alien;
- B. have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 1. served on active duty for at least 181 consecutive days, or
 2. have been discharged by reason of service connected disability, or
 3. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 4. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service.
- Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.447, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.
- The veteran must:

Thank you for your U.S. military or reserve status, your interest in employment with the City of Virginia. Please contact our office at (218) 748-7500 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of disability incurred while serving on active duty, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by Code of Federal Regulations title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty under Title 10 of the United States Codet, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE.

You must submit a PHOTOCOPY of your DD214 (Copy 2, 4, or 6) or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The City of Virginia operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a competitive exam, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served the full period called or ordered for federal, active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only once when applying for the first promotion after securing public employment.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)

Name (Last)	(First)	(MI)	Position For Which You Applied		
			Closing Date:		
Address (Street)	(City)	(State)	(Zip)	Phone Number	Are you a US Citizen or Resident Alien? <input type="checkbox"/> YES <input type="checkbox"/> NO

VETERAN (10 points):

DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying service, must be submitted to receive points

Honorably discharged veteran Yes No

DISABLED VETERAN (15 points):

DD214 Copy 2, 4, or 6, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points

Percent of Disability: _____%

Have you ever been promoted within the City of Virginia employment? Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

Veterans DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.

Date of Death: _____ Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

Veteran's DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, photocopy of marriage certificate, and USD VA Rating Decision showing a compensable service connected disability rating decision, usually of 10% or more, and which shows the nature of the disability, must be submitted to receive points. How does Veteran's disability prevent performance of a stated job "requirement?"

Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Virginia by the required application deadline.

Signature

Date

CITY OF VIRGINIA

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Virginia appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No