

Memorandum

Spotsylvania County Government
Department of Human Resources
P.O. Box 605
9104 Courthouse Road
Spotsylvania, VA 22553
(540) 507-7290
FAX (540) 507-7296



TO: All New Employees
FROM: Department of Human Resources
RE: EEO Statistics

The County is required to report the racial composition of its workforce to the federal Equal Employment Opportunity Commission (EEOC). Please provide the requested information, which will be kept separate from your County Human Resources file, for this report.

Full Name: _____
Department: _____
Position: _____

Please indicate your race:

- American Indian or Alaskan Native (Not Hispanic or Latino)**
- Asian or Pacific Islander**
- Black or African American (Not Hispanic or Latino)**
- Hispanic or Latino**
- White (Not Hispanic or Latino)**

How did you discover this employment opportunity? (Please check accordingly.)

- College/University, specify name** _____
- Employee Referral**
- Internet, specify site** _____
- Job Announcement**
- Newspaper, specify name** _____
- Television, specify channel** _____
- VEC**
- Other, specify name** _____

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