



# Request to Copy Existing Application

Application on file must not be older than 6 months

The following information is needed in order to copy an existing application. I understand that if the application I wish to be copied does not contain current data, it may be in my best interest to submit a new application with updated information. I also understand that this request must be received by the closing date, or postmarked no later than the closing date of the position.

<b>Name:</b>			
<b>Today's Date:</b>			
Please copy my existing application for the open position of:			
The application can be found under the following job #/job title:		Date Applied: (Month & Year)	

<b>Background Check</b>
I have submitted a Background Check Authorization form and an Applicant Disclosure and Authorization for Background Inquiry form within the <b>last</b> year (Check one)
<input type="checkbox"/> Yes <input type="checkbox"/> No – If I have not completed these forms and they are required for this position, they are attached.

<b>Affirmative Action</b>
I understand that my Affirmative Action information is no longer attached to the original application, and that completion of the information below is optional.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Affirmative Action Information

We request you complete this data to assist us in monitoring our Affirmative Action Program. Completion is optional.

Name: \_\_\_\_\_ Position applied for: \_\_\_\_\_

### Race: (Check one category)

- White – persons of Indo-European descent, including Pakistani or East Indian
- Black – persons of African descent as well as Jamaican, Trinidadian or West Indian
- Hispanic – persons of Mexican, Puerto Rican, Cuban, Latin American, or Spanish descent.
- Asian American – persons of Japanese, Chinese, Korean, Filipino, Malayan, Thai, Vietnamese, India or Polynesian descent
- Native American – persons who identify themselves as American Indian, Aleuts, Eskimos or who are known by such by virtues of tribal association.

Gender:  Male  Female

Handicapped:  Yes  No

Veteran:  Yes  No

Disabled Veteran:  Yes  No

Other: \_\_\_\_\_