



INVITATION TO SELF-IDENTIFY

Dear Applicant,

Enterprise Professional Services, Inc. (EPSI) recruits, selects, and employs individual with qualifying disabilities for a variety of jobs. EPSI is a government contractor, subject to Section 503 of the Rehabilitation Act of 1973. This letter is an invitation for you to self-identify as a person with a qualifying disability, and therefore eligible for preferential hiring, retention, and voluntary inclusion in the Affirmative Action Program.

In accordance with Section 503, EPSI has policies and affirmative action programs designed to employ and advance in employment qualified individuals with disabilities. We also consider reasonable accommodations for these same individuals. To qualify, you must provide official, signed documentation from a primary physician, state rehabilitation agency, or other licensed provider. The documentation must state your disability diagnosis and prognosis. Also include any documentation relating to barriers to employment you've experience, or include:

- (1) special methods, skills, and procedures that may qualify you for open EPSI positions of that kind skill, and
- (2) any reasonable accommodations EPSI could make to enable you to perform your job properly and safely; this includes special equipment or other accommodations

Your information is kept in strict confidence, in accordance with the American with Disabilities Act, pursuant to other applicable federal and state laws.

Please check the box(es) that apply to you and fill out the information that follows:

- A Non-Disabled Individual:** This is an applicant with no disabilities. EPSI programs are intended to hire and train individuals with documented disabilities and employment barriers. We give applicants with disabilities preferential hiring and retention over the non-disabled, and over those individuals with disabilities but who have had no employment barriers.



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- An Individual with a Disability:** Defined as a person who has a severe physical or mental impairment (a residual, limiting condition resulting from an injury, disease, or congenital defect) which so limits the person's functional capabilities (mobility, communication, self-care, self-direction, work tolerance or work skills) that the individual is unable to engage in normal competitive employment over an extended period of time. "Competitive employment" refers to employment to which individual obtains and holds job independent of any support for an extended period of time.

- A Special Disabled Veteran:** Defined as a veteran entitled to disability compensation under laws administered by the Veterans Administration for a disability (i) rated at 30 percent or more, (ii) rated at 10 or 20 percent in the case of a veteran who was discharged or released from active duty because of a service-oriented disability.

Name: _____

Office Location/Department: _____

SS#: _____

Date: _____

Enterprise Professional Services, Inc. (EPSI) employees are considered for all positions. During employment, all employees are treated equally without regard to race, color, creed, national origin, religion, age, sex. Preferential treatment may be considered to qualified individuals and disabilities or veteran status. As an employer/government contractor, we comply with government regulations and for analysis and affirmative action only. Submission of information is voluntary, but the employee and EPSI reserve to the right to substitute information based on visual inspection if you elect not to complete information.

Male _____

Hispanic _____

Female _____

American Indian _____

White/Caucasian _____

Asian/Pacific _____

African-American _____