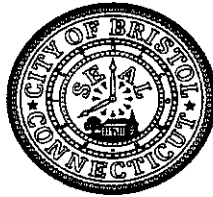


CITY OF BRISTOL
AFFIRMATIVE ACTION PLAN



Adopted by the Bristol City Council

June 11, 2013

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EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

The City of Bristol is an affirmative action/equal opportunity employer and is committed to complying with all laws that prohibit discrimination in employment on the basis of any legally protected status. In addition, the City will ensure that its practices will provide an equality of opportunity to all qualified applicants and employees without regard to their race, color, religion, sex, national origin, ancestry, age, disability, veteran status under federal laws, marital status, civil union status, sexual orientation or any other legally protected status. It is the policy and practice of the City to ensure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in the areas of recruitment, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation.

All managerial, administrative and supervisory personnel are advised that an important part of their responsibilities for which they will be held accountable will be to apply affirmative action to such employment practices as: recruitment, hiring, compensation, benefits, transfers, promotions, discipline, leaves of absence, layoffs, recalls from layoffs, terminations, City-sponsored training, education, and tuition assistance.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of Executive Order 11246, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("VEVRAA") or any other federal, state or local law requiring equal opportunity for special disabled veterans, veterans of the Vietnam era, other protected veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized and recently separated veterans, or related to the administration of the affirmative action provisions of the Rehabilitation Act of 1973, as amended ("Section 503"), or any other federal, state or local law requiring equal opportunity for qualified individuals with disabilities; (3) opposing any act or practice made unlawful by Executive Order 11246, VEVRAA or Section 503 or their respective implementing regulations in this part or any other federal, state or local law requiring equal opportunity for qualified individuals with disabilities and qualified veterans; or (4) exercising any other right protected by Executive Order 11246, VEVRAA or Section 503 or their implementing regulations in this part.

In furtherance of the City's commitment regarding affirmative action and equal employment opportunity, the City will maintain a written affirmative action program which sets forth the policies, practices and procedures that the City will apply in order to ensure that non-discrimination and affirmative action for qualified individuals in legally protected statuses are accomplished. The objective of these policies and programs is to attract and promote

individuals who are qualified and/or trainable for available positions by virtue of job related standards or education, training and personal qualifications.

This commitment has the full backing and support of the Mayor and the City Council; the cooperation and support of all employees is expected. The Director of Human Resources has been appointed as the Affirmative Action Officer and shall, among other things, annually review and examine the effectiveness of the City's affirmative action program. The Director of Human Resources is located in the Human Resources Office, 111 North Main Street, 2nd floor and may be reached at (860) 584-6179. This statement will be disseminated to all employees and posted in the Human Resources Office along with other required Federal and State EEO Posters.

ASSIGNMENT OF RESPONSIBILITY FOR IMPLEMENTATION

The Director of Human Resources, as the City of Bristol's designated Affirmative Action Officer, has the overall responsibility for ensuring the effective implementation of equal employment opportunity ("EEO") and the City's Affirmative Action Plan ("AAP"). Responsibilities of the Director of Human Resources include the following:

1. Developing and modifying equal employment opportunity policy statements, affirmative action programs and internal and external communication procedures;
2. Evaluating EEO progress at the City and assisting in the identification, and correction whenever possible, of problem areas;
3. Serving as the City's representative in its dealings with federal, state or local enforcement agencies regarding equal employment opportunity;
4. Serving as liaison between the City and minority and women's organizations, and other relevant interest groups concerned with affirmative action;
5. Auditing to ensure that the City is in compliance in areas such as:
 - a. Properly displaying posters on the City's bulletin boards and in public areas; and
 - b. Affording minority and female employees full opportunity and full participation in all City-sponsored educational and development activities.
6. Reviewing personnel policies on an ongoing basis to make certain that they are nondiscriminatory and that they contain an EEO policy statement;
7. Advising managers and supervisors that an important part of their responsibilities is to apply affirmative action to all employment practices;
8. Providing a statement of equal employment opportunity policy for all purchase orders, contracts and agreements with vendors and suppliers of the City.

Responsibilities of City Department Heads include the following:

1. Assisting in the identification of problem areas.
2. Reviewing the qualifications of applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur;
3. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities;
4. Communicating with employees to be certain the City's policies are being followed; and
5. Taking actions to prevent harassment and to ensure that the progress of minority and female employees is not impeded through discriminatory assignments or steering into certain jobs or departments.

The cooperation of all City employees is essential to the success of this Plan. All employees share in the responsibility of demonstrating sensitivity to and a respect for the personal differences of fellow employees and members of the public. Employees are encouraged to voice any concerns they may have to the Director of Human Resources.

INTERNAL PROGRAM EVALUATION

The City of Bristol's Affirmative Action Officer has responsibility for developing and implementing an auditing system that periodically measures the effectiveness of its affirmative action program. The Affirmative Action Officer will:

1. Monitor all records of referrals, hires, terminations, transfers, demotions and promotions at all levels to ensure that the City's nondiscrimination policy is carried out.
2. Design and implement reporting systems that will permit on-going monitoring of equal employment opportunity progress and will serve to provide management with requisite data in that regard.
3. Maintain the following documents as a component of the internal audit process:
 - a. Records of internal and external applicants;
 - b. Personnel Activity Forms;
 - c. Employment Applications, which include a non-discrimination statement and a voluntary affirmative action self-identification questionnaire which will be maintained in a separate file for use in Affirmative Action reporting; and
 - d. Records pertaining to the City's compensation systems.

AFFIRMATIVE ACTION PLAN ANALYSIS

- A. Utilization Analysis

A utilization analysis shall be performed annually to compare the representation of minorities and women in the City workforce with the estimated availability of minorities and women qualified to be employed. The latest U.S. Census data (see Appendix B) containing statistical information about Bristol will be used in determining the reasonable recruitment area availability. Elected officials and seasonal workers will not be included in the analysis. The attached Appendix A is the current Workforce & Utilization Analysis table.

B. Availability Analysis

Availability is determined by considering the number of individuals qualified within the reasonable recruitment area. The City's labor market is Bristol, Connecticut. Bristol is the basis for the job availability analysis because it is the smallest area in which population data by occupational category is available. The City of Bristol is located geographically on the fringe of the Hartford Metropolitan Statistical Area (MSA). While the Hartford MSA does represent the highest reasonable level of minority representations available, the Hartford MSA is composed of many towns, including Hartford, with a large minority population concentration, that are not within easy commuting range to the City of Bristol.

C. Hiring & Promotions Goals & Timetables

The majority of full-time positions are covered by labor agreements. The procedure for filling vacancies from internal candidates, including promotional, is reflected in contract language for most positions. Some hiring processes which include external candidates may consist of, or include, objective and job related testing component(s). Testing accommodation may be provided, as deemed appropriate, if requested.

D. Terminations

Procedures for layoffs and terminations are dictated by contract language for the majority of positions. The City of Bristol provides a fair and legal process for layoffs and terminations for all employees.

REVIEW OF EMPLOYMENT POLICIES AND PRACTICES

The following procedures are designed to carry out the City of Bristol's continuing commitment to equal employment opportunity:

1. Ongoing analysis of job descriptions to ensure accuracy and consistency and review qualifications for positions to ensure that they are both job-related and nondiscriminatory.
2. Analyze the hiring process to make every good faith effort to select employees based on their qualifications for positions available, while at the same time recognizing the City of Bristol's commitment to take affirmative action to eliminate any underutilization of women or minority employees by:

- a. Reviewing the job application and other pre-employment forms to ensure that the information requested is job-related. See Appendix C (Employment Application);
 - b. Evaluating selection methods to determine whether they have a disparate impact on minorities or women and to ensure that they are job-related and consistent with business necessity; and
 - c. Training management on proper interview techniques and equal employment opportunity developments.
3. Utilize techniques to improve recruitment and increase the flow of minority and female applicants by:
- a. Including the phrase "Equal Opportunity/Affirmative Action Employer" in all employment advertisements;
 - b. Placing employment advertisements, when appropriate, in local minority and women's interest news media;
 - c. Disseminating information on job opportunities to organizations representing minorities and women;
 - d. Informing recruitment sources and employment agencies that the City of Bristol is an equal employment opportunity/affirmative action employer and that the City requires them to actively recruit and refer qualified women and minorities for the positions to be filled; and
 - e. Encouraging employees to refer qualified applicants.

See Appendix D (Examples of Recruitment Sources).

4. Audit compensation practices to ensure that compensation is justified on the basis of qualifications and job performance.
5. Ensure all employees are given equal opportunity for promotion by:
 - a. Posting promotional opportunities;
 - b. Assisting employees in identifying promotional opportunities and providing training programs, where possible, to enhance promotional opportunities. The City will continue to provide reimbursement for educational programs as authorized by individual bargaining agreements and the personnel policies of the City of Bristol;
 - c. Properly evaluating job requirements for positions; and
 - d. Reviewing employee promotions and requiring decisions to be justified on the basis of qualifications, as well as fairly and consistently applied bargaining unit provisions where applicable.

- e. Ensure that the City's personnel policies are uniformly applied to all City employees.

GRIEVANCE PROCEDURE

Grievances of discrimination and/or harassment will be processed promptly. Union employees will pursue the grievance procedure as stipulated according to the applicable collective bargaining unit provision. Non-bargaining employees and applicants will pursue the following grievance procedure:

The grievance should be in writing and contain information about the alleged discrimination such as name, address, phone number of grievant and location, date, and description of the problem.

The grievance should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to the Director of Human Resources.

Within 15 calendar days after receipt of the grievance, the Director of Human Resources or his/her designee will meet with the grievant to discuss the grievance and the possible resolutions. Within 15 calendar days of the meeting, the Director of Human Resources or his/her designee will respond in writing.

If the response by the Director of Human Resources or his/her designee does not satisfactorily resolve the issue, the grievant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Mayor.

Within 15 calendar days after receipt of the appeal, the Mayor or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Director of Human Resources, appeals to the Mayor, and responses from these two offices will be retained by the City of Bristol for at least five years.

Appendix A

CITY OF BRISTOL WORKFORCE & UTILIZATION ANALYSIS

June 1, 2019

	White Male Not of Hispanic Origin	White Female Not of Hispanic Origin	Black Male Not of Hispanic Origin	Black Female Not of Hispanic Origin	Hispanic Male	Hispanic Female	Asian or PI Male	Asian or PI Female	Amer Indian or Alaskan Male	Amer Indian or Alaskan Female
City of Bristol Incumbent Workforce										
No. Employees - All Job Categories	364	103	5	3	23	6	1	0	1	0
% of Workforce	64.54%	18.26%	0.89%	0.53%	4.08%	1.06%	0.18%	0.00%	0.18%	0.00%

	White Male Not of Hispanic Origin	White Female Not of Hispanic Origin	Black Male Not of Hispanic Origin	Black Female Not of Hispanic Origin	Hispanic Male	Hispanic Female	Asian or PI Male	Asian or PI Female	Amer Indian or Alaskan Male	Amer Indian or Alaskan Female
City of Bristol Available Workforce										
No. Available - All Job Categories	15,200	13,780	1,000	505	1,355	110	390	260	89	150
% Available	60.57%	54.91%	3.98%	2.01%	5.40%	0.44%	1.55%	1.04%	0.35%	0.60%

APPENDIX B

1 Advanced Search 2 Table Viewer

Result 1 of 1 VIEW ALL AS PDF

EEO-ALL06R

EEO 6r. State and Local Government Job Groups by Sex, and Race/Ethnicity for Residence Geography, Total Population
 Universe: Civilian labor force 16 years and over
 EEO Tabulation 2006-2010 (5-year ACS data)

BACK TO ADVANCED SEARCH

The EEO Tabulation is sponsored by four Federal agencies consisting of the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM).

Estimate: Estimate

Geography: Bristol city, Connecticut

Subject	Total, race and ethnicity	Hispanic or Latino		Not Hispanic or Latino, one race					Not Hispanic or Latino, two or more races						Balance of not Hispanic or Latino	
		White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone	American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN	White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)		NHPI and White (Hawaii only)
Officials/Administrators																
Total, both sexes																
Number	3,750	60	15	3,450	105	0	85	0	0	4	15	0	(X)	(X)	(X)	15
Percent	100.0%	1.6%	0.4%	92.0%	2.8%	0.0%	2.3%	0.0%	0.0%	0.1%	0.4%	0.0%	(X)	(X)	(X)	0.4%
Male																
Number	2,075	30	15	1,920	50	0	40	0	0	4	0	0	(X)	(X)	(X)	15
Percent	55.3%	0.8%	0.4%	51.2%	1.3%	0.0%	1.1%	0.0%	0.0%	0.1%	0.0%	0.0%	(X)	(X)	(X)	0.4%
Female																
Number	1,675	30	0	1,630	55	0	45	0	0	0	15	0	(X)	(X)	(X)	0
Percent	44.7%	0.8%	0.0%	40.8%	1.5%	0.0%	1.2%	0.0%	0.0%	0.0%	0.4%	0.0%	(X)	(X)	(X)	0.0%
Professionals																
Total, both sexes																
Number	5,130	70	60	4,670	315	15	95	0	0	0	0	0	(X)	(X)	(X)	0
Percent	100.0%	1.4%	1.2%	89.1%	6.1%	0.3%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Male																
Number	2,445	20	0	2,160	195	0	50	0	0	0	0	0	(X)	(X)	(X)	0
Percent	47.7%	0.4%	0.0%	42.6%	3.8%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Female																
Number	2,685	50	60	2,380	120	15	45	0	0	0	0	0	(X)	(X)	(X)	0
Percent	52.3%	1.1%	1.2%	46.8%	2.3%	0.3%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Technicians																
Total, both sexes																
Number	1,100	0	20	1,066	0	0	16	0	0	0	0	0	(X)	(X)	(X)	0
Percent	100.0%	0.0%	1.8%	96.8%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Male																
Number	670	0	20	635	0	0	16	0	0	0	0	0	(X)	(X)	(X)	0
Percent	60.9%	0.0%	1.8%	57.7%	0.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Female																
Number	435	0	0	435	0	0	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	39.5%	0.0%	0.0%	39.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Protective service: Sworn																
Total, both sexes																
Number	530	30	0	425	55	10	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	100.0%	5.7%	0.0%	80.2%	12.3%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Male																
Number	425	0	0	365	50	10	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	80.2%	0.0%	0.0%	68.8%	9.4%	1.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Female																
Number	105	30	0	60	15	0	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	19.8%	5.7%	0.0%	11.3%	2.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Protective service: Non-sworn																
Total, both sexes																
Number	80	0	0	80	0	0	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Male																

Number	40	0	0	40	0	0	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	50.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Female																
Number	40	0	0	40	0	0	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	50.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Administrative support																
Total, both sexes																
Number	8,165	160	305	8,160	300	20	60	0	50	75	10	0	(X)	(X)	(X)	30
Percent	100.0%	1.6%	3.3%	89.1%	3.3%	0.2%	0.7%	0.0%	0.6%	0.6%	0.1%	0.0%	(X)	(X)	(X)	0.3%
Male																
Number	2,975	35	55	2,930	160	0	15	0	50	30	0	0	(X)	(X)	(X)	0
Percent	32.5%	0.4%	0.6%	28.7%	1.7%	0.0%	0.2%	0.0%	0.5%	0.3%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Female																
Number	6,188	115	280	6,530	140	20	50	0	0	40	10	0	(X)	(X)	(X)	30
Percent	67.5%	1.3%	2.7%	80.4%	1.5%	0.2%	0.5%	0.0%	0.0%	0.4%	0.1%	0.0%	(X)	(X)	(X)	0.3%
Skilled craft																
Total, both sexes																
Number	4,130	25	290	3,830	100	0	110	16	0	35	25	0	(X)	(X)	(X)	0
Percent	100.0%	0.6%	7.0%	85.6%	2.4%	0.0%	2.7%	0.4%	0.0%	0.8%	0.6%	0.0%	(X)	(X)	(X)	0.0%
Male																
Number	3,980	25	280	3,395	100	0	110	16	0	35	25	0	(X)	(X)	(X)	0
Percent	95.9%	0.6%	6.3%	82.2%	2.4%	0.0%	2.7%	0.4%	0.0%	0.8%	0.5%	0.0%	(X)	(X)	(X)	0.0%
Female																
Number	170	0	35	135	0	0	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	4.1%	0.0%	0.6%	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Service/Maintenance																
Total, both sexes																
Number	10,015	460	950	7,695	505	25	215	0	65	15	0	45	(X)	(X)	(X)	25
Percent	100.0%	4.3%	9.5%	76.8%	5.0%	0.2%	2.1%	0.0%	0.8%	0.1%	0.0%	0.4%	(X)	(X)	(X)	0.2%
Male																
Number	5,465	260	635	4,035	380	10	120	0	16	0	0	0	(X)	(X)	(X)	15
Percent	54.6%	2.6%	6.3%	40.3%	3.8%	0.1%	1.2%	0.0%	0.1%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.1%
Female																
Number	4,545	220	315	3,660	125	15	95	0	50	15	0	45	(X)	(X)	(X)	10
Percent	45.4%	2.2%	3.1%	36.5%	1.2%	0.1%	0.9%	0.0%	0.6%	0.1%	0.0%	0.4%	(X)	(X)	(X)	0.1%
Unemployed, no work experience in the last 5 years or most recent job was in a military-specific occupation																
Total, both sexes																
Number	345	30	35	245	10	0	25	0	0	0	0	0	(X)	(X)	(X)	0
Percent	100.0%	8.7%	10.1%	71.0%	2.9%	0.0%	7.2%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Male																
Number	145	30	0	85	0	0	25	0	0	0	0	0	(X)	(X)	(X)	0
Percent	42.0%	8.7%	0.0%	24.6%	0.0%	0.0%	7.2%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%
Female																
Number	205	0	35	160	10	0	0	0	0	0	0	0	(X)	(X)	(X)	0
Percent	59.4%	0.0%	10.1%	46.4%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	(X)	(X)	(X)	0.0%

Source: U.S. Census Bureau, 2008-2010 American Community Survey

Explanation of Symbols:

An "..." entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

An "..." entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.

An "..." following a median estimate means the median falls in the lowest interval of an open-ended distribution.

An "..." following a median estimate means the median falls in the upper interval of an open-ended distribution.

An "..." entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

An "..." entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

An "(X)" means that the estimate is not applicable or not available.

The U.S. Census Bureau collects race data in accordance with guidelines provided by the U.S. Office of Management and Budget (OMB). Except for the total, all race and ethnicity categories are mutually exclusive. "Black" refers to Black or African American; "AIAN" refers to American Indian and Alaska Native; and "NHPI" refers to Native Hawaiian and Other Pacific Islander. The reference to "Hawaii only" indicates that these columns are only tabulated for areas in the state of Hawaii. "Balance of Not Hispanic or Latino" includes the balance of non-Hispanic individuals who reported multiple races or reported Some Other Race alone. For more information on race and Hispanic origin, see the Subject Definitions at http://www.census.gov/acs/www/data_documentation/documentation_main/.

Race and Hispanic origin are separate concepts on the American Community Survey. "White alone Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported race as "White" and no other race. "All other Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported a race other than "White," either alone or in combination. To get a total for "Hispanic or Latino," add the two columns for "White alone Hispanic or Latino" and "All other Hispanic or Latino."

Occupation codes are 4-digit codes and are based on Standard Occupational Classification 2010.

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

APPENDIX C

Mr. Sample Applicant Jr.

123 street

bristol, CT 06010

personnel@bristolct.gov - (847) 823-4475

Contents:

1. Online Application

Prepared for: Personnel Department
City of Bristol
Jul 24, 2017 3:44 PM

City of Bristol Online Application

Applicant, Sample ** AppNo: 1

Date Submitted: 7/13/2012

Personal Data

Name: Mr. Sample Applicant Jr.
(Title) (First) (Middle Initial) (Last) (Suffix)
Other name(s) under which transcripts, certificates, and former applications may be listed:

Other:
(Title) (First) (Middle Initial) (Last) (Suffix)

Email Address: personnel@bristolct.gov

Postal Address

Current Address
Number & Street: 123 street
Apt. Number:
City: bristol
State/Province: CT
Zip/Postal Code: 06010
Country: United States of America
Daytime Phone: (847) 823-4475
Home/Cell Phone: (847) 823-4475

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 119 Public Safety: Police Officer-Certified at Police	7/13/2012	1 year

JobID 119 Questions

- * Do you possess a valid CT POST Certification?
- * If yes, please insert your CT Post Cert# number here:

Yes

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Military Service Record

Branch of Service:

Dates of Duty:

Rank at Discharge:

List duties in the service, including special training:

VETERAN'S PREFERENCE

* Do you wish to claim veteran's preference?

Yes

NOTE: Veteran's preference hiring policy is offered only for the positions of Police Officer or Firefighter. Veterans having completed a minimum of 90 days of active military service with an honorable discharge or a discharge under honorable conditions shall receive such credit upon submission of adequate proof to the Department of Personnel. You are required to include proper documentation (a copy of discharge document - Form DD214 - Member Copy #4) establishing your right to claim the preference. On the next page you will be asked to upload a copy of your DD214 in this online application. If you are unable to furnish an electronic copy of your DD214, please provide a copy to the Personnel Department on or before the posting deadline. The policy would allow for 5 points (maximum score = 100 points) added after the successful completion of all portions of the examination.

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Education

Please tell us about your educational background beginning with the most recent.

High School Attended: abc
 Graduation Status: H.S. Diploma
 Highest Degree Attained: None

Colleges, Universities and Technical Schools Attended:

Name and location	Major area of study	Degree Received
	Number of Year(s) Completed (1,2,3,4,...)	
blah university	anything Number of Year(s) Completed (1,2,3,4,...) 4	ma

References

	Reference 1 of 3	Reference 2 of 3
Name:	Test Applicant	Test Applicant
Employer:		
Current Position:		
Personal or Professional Reference:		
Home/Cell Phone:		sample@generalasp.co
Work Phone:		
Mailing Address:		
Email:	sample@generalasp.com	sample@generalasp.com
Relationship to Candidate:		
Years Known:		
	Reference 3 of 3	
Name:	Test Applicant	
Employer:		
Current Position:		
Personal or Professional Reference:		
Home/Cell Phone:		
Work Phone:		
Mailing Address:		
Email:	sample@generalasp.com	
Relationship to Candidate:		
Years Known:		

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Experience

FAILURE TO COMPLETE THIS SECTION MAY RESULT IN DISQUALIFICATION FROM FURTHER CONSIDERATION FOR EMPLOYMENT.

Please list ALL relevant work experience beginning with your present or most recent job, list all employers for the past 10 years. Identify any part-time employment. A resume may be submitted in addition to, but not in place of, completing the section below.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Date From - Date To:	-	Type:		Starting and Final Salary (per hour):	
Reason for Leaving:					
Description of Duties					

Special Skills, Licenses, Certifications

Summarize any special skills, qualifications, current certifications or licenses.

lalalala

Language Skills

Do you know any language other than English?

Equal Opportunity Employer

Applicants are considered for positions without regard to age, sex, religion, race, color, national origin, sexual orientation, disability, marital or veteran status, or any other characteristic protected by law.

Referrals

How did you hear about employment with us?

No method given.

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Disclosures

* Were you previously employed by us?

Yes

If Yes, when?

anytime

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

Yes

If Yes, explain:

because

* Certified Police Officer Applicants Only:

Have you ever been dismissed from a police officer position for malfeasance or other serious misconduct, or resigned or retired from a police officer position while under investigation for such malfeasance or other serious misconduct?

If Yes, explain:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

because

Where did you hear of our vacancy?

City of Bristol Website

Legal Information

* Are you either a U.S. Citizen or an alien authorized to work in the United States? (If hired, appropriate documentation is required.)

Yes

Applicants are considered for positions without regard to age, sex, religion, race, color, national origin, sexual orientation, disability, marital or veteran status, or any other characteristic protected by law.

* Are you under age 18?

Yes

If yes, state birthdate.

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Applicant's Acknowledgment and Agreement

I hereby certify that the statements and answers provided by me on this application are true and complete. I understand that misrepresentation or falsification or omission of facts is cause for rejection from consideration or dismissal from employment if discovered after employment begins. I understand that failure to complete this application completely may result in disqualification for consideration for employment. I understand that the City of Bristol may conduct an investigation into my qualifications for a position with the City of Bristol. An offer of employment from the City of Bristol is also contingent upon passing a pre-employment drug test. Depending on the position, a physical examination/evaluation may be required. Further, I understand and agree that my employment is for no definite period and may be terminated at any time for any reason absent some other basis in writing to continue employment. I also authorize all persons and companies named above to furnish any information regarding me, whether or not it is in their records. If employed, I agree to comply with all rules and regulations established by the City governing employees and employment practices.

I, Sample Applicant, agree to all of the terms above.

I agree

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EEO Voluntary Data Sheet.

INSTRUCTIONS: The following information is needed for various governmental reporting requirements such as EEO reports. It will be detached when your application is filed and the information on it will not be considered in the employment process. The information requested below is for STATISTICAL PURPOSES ONLY. The completion of this form is voluntary on your part.

THE CIVIL RIGHTS ACT of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. It is also unlawful to discriminate because of age, sexual orientation or disability. The City of Bristol does not discriminate against qualified applicants with a disability or disabilities, and will make reasonable accommodations for disabilities when they do not impose undue hardship.

Qualified applicants should contact the Personnel Office at (860) 584-6175 to request an accommodation; appropriate documentation will be required.

* **Gender:** Male

* **Ethnic Group:**

The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race to be.

* **Racial Group:** White (Not of Hispanic Origin)

THE INFORMATION PROVIDED ON THIS FORM WILL BE KEPT SEPARATE FROM YOUR APPLICATION FILE AND WILL NOT BE USED FOR ANY DECISIONS REGARDING THE TERMS AND/OR CONDITIONS OF YOUR EMPLOYMENT. THANK YOU.

Experience Continued

APPENDIX D

City of Bristol Recruitment Sources

Hartford Courant (including thejobnetwork.com)

Bristol Press

City of Bristol website – bristolct.gov

State of Connecticut website – CT Hires

CT Community College Central Network

HRA of New Britain, Inc.

Lifeline Ministries

NAACP – Bristol Chapter

Tunxis Community College

Stone Academy

Employee Referrals