

**THE UNIVERSITY OF ALABAMA**

**POST-OFFER/PRE-EMPLOYMENT INVITATION**

***APPLIES TO WORKERS WITH DISABILITIES, SPECIAL DISABLED VETERANS, DISABLED VETERANS, VIETNAM ERA VETERANS, ARMED FORCES SERVICE MEDAL VETERANS, OTHER PROTECTED VETERANS, AND ONE- OR THREE-YEAR RECENTLY SEPARATED VETERANS***

As a government contractor, The University of Alabama is subject to the Rehabilitation Act of 1973 (Section 503), and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA), as amended by the Jobs for Veterans Act (JVA), which require government contractors to take affirmative action to employ and advance in employment, qualified persons with disabilities, qualified Vietnam veterans, and other qualified eligible veterans covered by VEVRAA and JVA as defined below. If you are a qualified person with a disability or a veteran covered by VEVRAA or JVA, we would like to invite you to participate in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under this program at this time and/or at any time in the future. The University of Alabama's affirmative action program describes its commitment to undertaking affirmative action to recruit, place and advance in employment covered veterans and qualified individuals with disabilities. The affirmative action program is available to all employees for review in the Office of Equal Opportunity Programs during regular business hours. **Submission of this information is voluntary and your decision not to provide it will not affect the consideration you are being given or have been given for employment or subject you to any adverse treatment.** The information you provide will be kept confidential as far as practicable and in accordance with the law, and will be used to assist in providing reasonable accommodation and for statistical reporting as required by government agencies. In particular, the following may have access to the information you provide: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Americans with Disabilities Act or laws administered by the Office of Federal Contract Compliance Programs, may be informed. The information shall not be used in a manner inconsistent with VEVRAA or Section 503.

**If you are disabled, it would assist us if you tell us about:**

- (i) Any special methods, skills, and procedures which qualify you for Positions that you might not otherwise be able to do because of your disability, so that you will be considered for any positions of that kind.

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(ii) Any accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations.

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**I voluntarily identify myself as:**

**An Individual with a Disability** - An "individual with a disability" is defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

**A Special Disabled Veteran** - A "special disabled veteran" is defined to be a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to 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 has been determined under section 1506 to have a serious employment disability, or (iii) a person who was discharged or released from active duty because of a service-oriented disability.

**A Disabled Veteran** - A "disabled veteran" is (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

**A Veteran of the Vietnam Era** - A "veteran of the Vietnam Era" is defined as a person who (1) served on active duty for a period of more than 180 days during the Vietnam Era and who was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed during the Vietnam Era. The "Vietnam Era" is defined as (i) any active duty occurring between August 5, 1964 and May 7, 1975 or, (ii) any active duty part of which occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975.

**An Armed Forces Service Medal Veteran** - An "Armed Forces Service Medal veteran" is any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

[ ] **An Other Protected Veteran** - An "other protected veteran" is a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

[ ] **Recently Separated Veteran - One Year** "Recently separated veteran - one year" is defined as any veteran during the one-year period beginning on the date of the veteran's discharge or release from active duty.

[ ] **Recently Separated Veteran - Three Years** - "Recently separated veteran - three years" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Please provide your date of discharge or release from active duty: \_\_\_\_\_

A complete list of qualifying military engagements is available online at <http://www.opm.gov/staffingPortal/vgmedal2.asp>

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

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

Print Name: \_\_\_\_\_

CWID #: \_\_\_\_\_

**Return this form to:**

**Human Resources Services Center - Payroll Office  
The University of Alabama  
Box 870128  
G-69 Rose Administration Building  
Tuscaloosa, AL 35487-0126**