

# City of Hartford EEO Report



## Part I - IDENTIFICATION OF VENDOR

1. NAME & ADDRESS		
2. CHIEF EXECUTIVE OFFICER FOR ABOVE BIDDER (NAME)		
3. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE #

## Part II - NONDISCRIMINATION POLICIES AND PRACTICES

<p>1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No			<p>3c. Do all your employee recruitment advertisements state a nondiscrimination policy?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No				
Yes	No										
Yes	No										
<p>1b. If "Yes" have all your employees been informed of this in writing?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No			<p>4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employee employed by you?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No				
Yes	No										
Yes	No										
<p>2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No			<p>4b. If "Yes" does each such agreement assure full compliance nondiscrimination requirements?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No				
Yes	No										
Yes	No										
<p>2b. If "Yes" are all such persons given the opportunity to participate in accordance with your nondiscrimination statement?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No			<p>4c. If "No" check here, and explain on a separate attached sheet.</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No				
Yes	No										
Yes	No										
<p>3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No			<p>5a. Is there a person in your employ who is responsible for assuring equal employment opportunities?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No				
Yes	No										
Yes	No										
<p>3b. Has this been done in writing?</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No			<p>5b. If "Yes" give Name and Title</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> <td>Name/Title</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Yes	No	Name/Title			
Yes	No										
Yes	No	Name/Title									

## City of Hartford EEO Report (cont.)

### Part III - HIRING AND RECRUITMENT

1. Which of the following recruitment sources are used by you? (Check "Yes" or "No." Estimate % if not known.

Source	Yes	No	% of all applicants provided by this source.
State Employment Service			
Private Employment Agencies			
Schools and Colleges			
Newspaper Advertisements			
Walk-ins			
Present Employees			
Labor Organizations			
Minority/Community Organizations			
Employment Resource Development Agency			
Other (Specify):			

2. Check any of the following that you use as hiring qualifications.

(Check)	
	Work Experience
	Ability to speak or write English
	Written Tests
	High School Diploma
	College Degree
	Union Membership
	Personal Recommendation
	Car Ownership

Describe any other practice which show that you hire, train and promote employees without discrimination.

## City of Hartford EEO Report (cont.)

**Part IV– STATISTICS** - Employment at bidder's location (as shown on bid submittal). In lieu of completing this section, bidder may submit copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization, if filed within the last year.

EMPLOYMENT FIGURES WERE OBTAINED FROM (Check)								CLOSING DATE OF REPORT PERIOD			
Visual Check		Employment Record				Other					
Job Categories	Overall Totals (Sum of all Columns A-E, Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or Pacific Islander		E American Indian or Alaskan Native	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (Semi-Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS ABOVE											
TOTALS ONE YEAR AGO											
ON THE JOB TRAINEES (Enter figures for the same categories as shown above)											
Apprentices											
Trainees											

## Part V DOCUMENTATION AND COMMITMENT REQUIRED

1. Please submit as part of this EEO report, a copy of your Company Policy Statement of Equal Employment Opportunity.
2. For companies employing more than 10 persons, please submit as part of this EEO report a written commitment to hire minority and female workers if your work force statistics are not representative of the minority and female work force availability in your labor market area.
3. If your company is not located in Connecticut, please submit a copy of your local labor market area statistics.

The undersigned hereby certifies that s/he is duly authorized to negotiate execute and deliver agreements, documents and other instruments in the name of and on behalf of the organization submitting this application for funding assistance, and that the information contained in this certification is, to the best of his/her knowledge, true, correct, and complete.

The undersigned understands and agrees that its failure to meet the equal opportunity requirements established by section 2-573 of the Code will preclude such bid from being considered. The undersigned agrees to the procedures set forth in section 2-573 of the Code in regard to the determination of whether such bidder is an equal opportunity employer. The undersigned also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.

PHONE (123-456-7890)

AUTHORIZED SIGNATURE (BLUE INK)

PRINT NAME AND TITLE

DATE SIGNED