



BOARD OF COMMISSIONERS OF SHELBY  
COUNTY

OFFICE OF EQUAL OPPORTUNITY COMPLIANCE

Equal Opportunity Compliance Number  
Application

Part 1

## Instructions

Consistent with Article V, Section 5.13B(5) and (6) of the Home Rule Charter and the Shelby County Board of Commissioners, Resolution 9, adopted November 5, 2012, the Office of Equal Opportunity Compliance has developed a Contract Compliance Program for Shelby County Government.

You are advised that the following procedures have been instituted in order to fulfill these responsibilities.

1. All firms, regardless of the number of their employees must qualify for an EOC Contract Compliance Eligibility Number to enter any contract with Shelby County if the applicant reasonably anticipates contracting for more than a total of \$5,000 during Shelby County's fiscal year, which runs from July 1 through June 30.
2. An applicant should submit this application at least forty-five (45) days before bidding on or entering into any contract with Shelby County. The Office of Equal Opportunity Compliance cannot guaranty that an application will be fully assessed within a set period because the analysis for each application varies as well as the volume of the applications at any given time.
3. Please answer all questions completely. If a particular question does not apply to your business, then insert "Not Applicable" or "N/A."
4. An applicant may attach additional pages if needed. In such a case, the applicant must include at the top of the additional pages the applicant's name, the application date, and the question to which the additional pages respond.
5. Initially, an applicant should submit only Part 1 of the application. If additional information is needed, then the EOC Office will notify the applicant in writing, and the applicant must submit Part 2 of the application within thirty (30) days of the written notification.
6. Applicants in the following excepted industries are required to complete only Section 1 and Form 1 in Section II: Municipalities and Governments, Conferences/Seminars, Hotels (Locally-Juries), Land Leases/Purchases, Utility Companies, Pass through grant recipients, Museums, Social Service Organizations (i.e. MIFA), Non-Profits, Credit Bureau(s), Banks/Credit Unions, Health Facilities, Educational Institutions, Periodicals, Professional Associations, Airlines, Vendor and Trade Show participants, and Sole Sources.
7. The applicant must sign and date the application as well as have the application notarized.
8. The applicant must submit an executed "Statement of Policy on Equal Employment and Affirmative Action."

Please feel free to call our office at (901) 222-1100 for any assistance you may need.

## Job Categories

The major job categories are listed below, including a brief description of the skills and training required for occupations in that category and examples of the job titles that fit each category. The examples shown below are illustrative and not intended to be exhaustive of all job titles in a job category. These job categories are primarily based on the average skill level, knowledge, and responsibility involved in each occupation within the job category. The Officials and Managers category as a whole is to be divided into the following two subcategories: Executive/Senior Level Officials and Managers and First/Mid-Level Officials and Managers. These subcategories are intended to mirror the employers' own well established hierarchy of management positions. Small employers who may not have two well-defined hierarchical steps of management should report their management employees in the appropriate categories.

### Executive/Senior Level Officials and Managers.

Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

### First/Mid Level Officials and Managers.

Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these kinds of managers are: vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. The First/Mid-Level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of enterprises/organizations, conveying the

directions of higher level officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative-services managers; purchasing and transportation managers; storage and distribution managers; call-center or customer-service managers; technical-support managers; and brand or product managers.

Professionals. Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dietitians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

Technicians. Jobs in this category include activities that require applied scientific skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

Sales Workers. These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

Administrative Support Workers. These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data-entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

Craft Workers (formerly Craft Workers (Skilled)). Most jobs in this category includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipelayers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category also includes occupations related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.

Operatives (formerly Operatives (Semi-skilled)). Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of

training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.

Laborers and Helpers (formerly Laborers (Unskilled)). Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.

Service Workers. Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.

## Definitions

Affirmative Action Program (AAP) — A written program, meeting the requirements of the EOC Policies and these Procedures, in which a contractor annually details the steps it will take and has already taken, to ensure equal employment opportunity.

Employee — Any person 16 years old or over who did work for pay or in their business or profession for the contractor or subcontractor.

Establishment — An economic unit which produces goods or services, such as a factory, office, store, or mine. In most instances, the establishment is at a single physical location and is engaged in one, or predominantly one, type of economic activity.

Major Business Activity — The major product or group of products produced or handled, or services rendered by the reporting unit (e.g., manufacturing airplane parts, retail sales of office furniture) in terms of the activity

at which the greatest number of all employees work. The description includes the type of product manufactured or sold or the type of service provided.

## Part One

### Section I. BUSINESS INFORMATION

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

Name of Business \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Principal Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_  
Office Number (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
E-Mail \_\_\_\_\_ Website \_\_\_\_\_  
Date Business Was Established \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)  
Employer Identification Number (IRS 9-Digit Tax Number): \_\_\_\_\_

Select type of firm:

Independently Owned: \_\_\_\_\_  
Minority Business Enterprise: \_\_\_\_\_  
Affiliated: \_\_\_\_\_  
Division: \_\_\_\_\_  
Franchise or Subsidiary: \_\_\_\_\_

Has the applicant previously requested EOC certification from Shelby County? \_\_\_\_\_

If so, when? \_\_\_\_\_

Was EOC certification granted?

Has the applicant previously requested EOC certification from other entities? \_\_\_\_\_

If so, when? \_\_\_\_\_

Was EOC certification granted?

If the applicant has establishments or offices in more than one metropolitan area, identify each establishment or office for which this application is submitted. An applicant must submit information regarding all of its establishments or offices from any metropolitan area participating in the county contract. The applicant must also submit information regarding the applicant's headquarters or principal place of business if the headquarters or principal place of business is a metropolitan area different from the establishments or offices participating in the contract.

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Describe in detail the applicant's "major business activity": \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all other names under which applicant has ever existed or applied for EOC certification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify all companies, businesses, and entities for which applicant is a parent company, subsidiary, affiliate, successor-in-interest, management entity (union contracts), a possible contractor for Shelby County contracts, or a possible subcontractor for Shelby County contracts (use additional pages if necessary):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Number of Total Employees/Members: \_\_\_\_\_  
Relation to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Number of Total Employees/Members: \_\_\_\_\_  
Relation to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Number of Total Employees/Members: \_\_\_\_\_  
Relation to Applicant: \_\_\_\_\_

If applicant intends to associate with an entity owned by an individual(s) from an under-represented category, please identify the entity with which applicant will associate. If available, provide a copy of the EOC application submitted by the entity with which you will affiliate.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Number of Total Employees/Members: \_\_\_\_\_  
Relation to Applicant: \_\_\_\_\_  
EOC Number: \_\_\_\_\_

**Section II. EMPLOYMENT DATA**

Identify the job titles used by applicant (not necessary for applicants with fewer than 15 employees and other exempted entities):

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Describe all methods of recruiting and advertising used over the last 3 years (not necessary for applicants with fewer than 15 employees and other exempted entities):

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Complete Forms 1 through 3.

On Forms 2 and 3, identify the relevant metropolitan area in the bottom right section of the form. Forms 2 and 3 must be completed for each metropolitan area where the applicant has an establishment or office that will be involved in the government contract. Additionally, the applicant must complete Forms 2 and 3 for the metropolitan area for its headquarters or principal place of business if located in a different metropolitan area. If an applicant intends to use subcontractors for more than 25% of any contract, then it must also submit forms for each of its subcontractors. If an applicant intends to use a union, then it must also submit forms reflecting data from the participating union.

On Form 3, the applicant must identify each job title and corresponding EEO Occupation Code. A list and explanation of the EEO Occupation Codes can be found at this website: <http://www.eeoc.gov/employers/eo1survey/jobclassguide.cfm>.



## Form 2: Full-Time Permanent Employees by Job Category

	Male						Female				
	Subtotals	White	African American	Hispanic	Asian Pacific Islander	Other	White	African American	Hispanic	Asian Pacific Islander	Other
Officials and Managers											
First/Mid-Level Officials/Mgrs.											
Professionals											
Technicians											
Sales Workers											
Admin Support Workers											
Crafts workers											
Operative											
Laborers and helpers											
Service Workers											
<b>Totals</b>											
How was the above information as to race or ethnicity established?    ___ A) Visual Survey    ___ B) Employee Records    ___ C) Other (Please Specify):											
Please list the date for employment information reported:						Metropolitan area: _____					

The Concept of race used by the Equal Employment Opportunity Commission does not denote clear-cut definitions of anthropologic origins. For the purpose of this report an employee may be included in the group to which he or she appears to belong, identities with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic category.

NOTE: 1 The Category "HISPANIC" while not a race identification is included as a separate race/ethnic category because of the employment discrimination often encountered by this group; for this reason do not include HISPANIC under either "white" or "black."

For the purpose of this report the following race/ethnic categories will be used:

- a) The Category "White" (not of Hispanic origins). All persons having origins in any of the original peoples of Europe, North Africa or Middle East.
- b) The Category "African American." Persons having origins in any of the original peoples of Africa.
- c) The category "Hispanic." All persons of Mexican, Puerto Rican, Cuban, Central or South American. For other Spanish culture regardless of race.
- d) The category "Asian or Pacific Islander." All persons having origins in any of the original peoples of the Far

East, Southeast Asia, the Indian Sub-Continent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands, and Samoa.

- e) The Category "American Indian or Alaskan Native." All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation community recognition.





**Section IV. VERIFICATION**

I hereby affirm that the information set forth in this application as well as all attachments and supplements are true and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**SHELBY COUNTY GOVERNMENT  
OFFICE OF EQUAL OPPORTUNITY COMPLIANCE  
CONTRACT COMPLIANCE RENEWAL**

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**STATEMENT OF POLICY ON  
EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION**

It has been the policy of this firm to consider each applicant for employment on the basis of his or her qualifications for the job and without regard to race, color, creed, sex, age, national origin, or physical handicap not related to job requirement.

To give all employees equal consideration with respect to compensation, benefits, and the opportunity to progress without regard to race, color, sex, age, national origin or physical handicap.

In order to reaffirm this policy, this firm subscribes to the following principles: this firm will continue and extend its efforts to recruit, hire, train and promote individuals without regard to race, color, creed, sex, age, national origin, or handicap not job related.

All decisions on employment must be based on the principle of equal employment opportunity with reliance only on valid requirements for promotional opportunities.

All personnel actions including, but not limited to those relating to compensation, benefits, transfers, layoffs, company sponsored training, and tuition assistance programs are to be administered without regard to race, color, creed, sex, age, national origin, or physical handicap.

All employees are encouraged to use company facilities and participate in all programs sponsored by this company.

Any employee or job applicant may appeal directly to \_\_\_\_\_

For review of any action which he or she believes does not conform to these principles.

All members of this firm's management are familiar with this statement of policy and the philosophy behind it, and their responsibilities to apply these principles in good faith for meaningful progress in the utilization of minorities and females.

I hereby certify that the employment data contained in this status report is the correct information.

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Company Name** \_\_\_\_\_