



Invitation to Employees and Applicants with Disabilities

Goodwill Easter Seals of the Gulf Coast, Inc. is committed to taking affirmative action to employ and advance in employment qualified individuals with disabilities. If you have a physical or mental impairment that substantially limits a major life activity, and would like to be considered under our affirmative action program, please tell us. Submission of this information is voluntary and refusal to provide it will not affect Goodwill Easter Seals' decision whether to offer you employment or subject you to discharge or disciplinary treatment. Information obtained will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and necessary accommodation; (ii) first-aid and safety personnel will be informed, to the extent appropriate, of conditions that might require emergency treatment; and (iii) government officials investigation compliance with this Act will be informed of our employees' disability status, as appropriate.

If you are disabled, we would like to include you under our Affirmative Action Plan. It would assist us if you tell us about (1) any special methods, skills and procedures which qualify you for jobs that you might not otherwise be able to perform because of your disability, so that you will be considered for any position of that kind; and (2) the accommodations which we could make which would enable you to perform the essential functions of the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations. To participate, please see the EEO Coordinator.

Invitation to Vietnam Era; Special Disabled Veterans and other Vets.

Goodwill Easter Seals of the Gulf Coast, Inc. is committed to taking affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era, or a veteran of another war, expedition or campaign where badges were awarded. If you, as an employee or applicant, are a veteran covered by this Act and would like to be considered under this Affirmative Action Plan, please advise the EEO Coordinator. This information is voluntary and refusal to provide it will not adversely affect Goodwill Easter Seals' decision whether to offer you employment or subject you to discharge or disciplinary treatment. Information obtained concerning individuals will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and necessary job accommodations; (ii) first-aid personnel will be informed, to the extent appropriate, of conditions that might require emergency treatment; and, (iii) representatives of federal and state agencies may review such records, as required.

In order to assure proper placement of all employees, we request that you answer the following questions: If you have a disability which in connection with the job for which you are applying, please state the following: (1) the skills and procedures you use or intend to use to perform the job notwithstanding the disability, and (2) accommodations which we could make to enable you to perform the job properly and safely, including the provision of special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

Employees may request to see copies of the Affirmative Action Plan during regular hours from our EEO Coordinator.