

Minnesota Department of Transportation Office of Civil Rights Contractor Employment Data		1. Contractor Name			Federal Tax ID		
		Street Address			Contact Person		
		City, State Zip Code			Phone		
			Fax				
2. Employment Data							
a) Name: Last Name, First Name, MI		b) Social Security #	c) New Hire (Y or N)	d) Ethnicity	e) Gender (M or F)	f) Trade/Foreman, Supervisors, Managers	g) Level (A, J or T)
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If you have submitted this form at any time during this calendar year, you do not need to submit another one.

INSTRUCTIONS FOR EEO-12 CONTRACTOR EMPLOYMENT DATA

This form should be submitted at the Pre-Construction Conference to the Project Engineer prior to the start of your first Mn/DOT construction project for the calendar year. (If you have submitted this form at any time during this calendar year, you do not need to submit another one.)

1. Contractor Name and Address self-explanatory.
2. Employment Data information will coincide with your employment records. All professional, supervisory and managerial hours actually worked on the project site must be included, whether or not they appear on the certified payroll.
 - a) Name should be listed Last Name, First Name, and Middle Initial. This will enable Mn/DOT Civil Rights staff to readily identify individuals on all projects.
 - b) Social Security Number self-explanatory.
 - c) New Hire is to be indicated with a "Y" for Yes or an "N" for No. "New Hire" is an employee who has not worked for you in any capacity or on any other project within the current calendar year.
 - d) Ethnicity can be indicated by Black (B), Hispanic (H), American Indian/Alaskan Native (AI), Asian/Pacific Islander (AP), or White (W).
 - e) Gender is to be indicated with an "M" for Males or an "F" for Females.
 - f) Trade/Foreman, Supervisors, Managers self-explanatory. List the specific trade that applies unless the employee fits one of the other three categories.
 - g) Level "A" is for an Apprentice, "J" is for a Journey Worker, and "T" is for a Mn/DOT Trainee.

This information can be submitted electronically via the Web using the Workforce Information Tracking Initiative (WITI) located at: <https://dotapp7.dot.state.mn.us/witi/index.vm>, on disk, or e-mail. If you have any questions regarding this form or using WITI, contact the Mn/DOT's Office of Civil Rights at (651) 366-3073. (Please make copies as you need them.)