



APPLICANT BACKGROUND SURVEY

PLEASE TYPE OR WRITE YOUR RESPONSES TO THE FOLLOWING QUESTIONS AND FORWARD THIS DOCUMENT TO THE HUMAN RESOURCE DEPARTMENT

GENERAL INSTRUCTIONS:

Private and Voluntary Survey: This survey is a completely volunteer process that helps assist the University to ensure that our recruitment efforts are reaching all segments of the country, as required by federal law. Your voluntary responses are treated in a highly confidential manner. They are not released to any search committee, employment panels, selecting officials, or anyone else who can affect your application. Your responses are stored as a tally for the group of all applicants for this vacancy in a manner that cannot be associated with any individual application and data summarizing will be conducted to ensure that the University is effectively recruiting from all portions of the country. **No individual data is ever provided to selection officials.** No information taken from this form is ever placed in a personnel file.

Instructions: Please type or write your response to each of the applicant background survey questions. Please enclosed the form with your application package or mail it directly to the Siena Heights University Human Resource Department in the address below.

SURVEY QUESTIONS:

Date:	Position Title:	
Last Name:	First Name:	Middle Initial:
How did you hear about the position?		
Ethnicity:	Sex:	
Do you have any physical disability?	If yes, do you have a *targeted disability?	

*** The Equal Employment Opportunity Commission Targets the following disabilities for extra recruitment efforts:
Deaf, Blind, Missing Extremities, Partial/Complete Paralysis, Convulsive Disorders, Mentally Retarded, Mental illness, or Distortion Limb/Spine.**

Thank you in advance for your cooperation and time spent completing this survey. If you have any additional questions or concerns regarding this survey, please contact the Siena Heights University Human Resource Department.

Siena Heights University
Human Resource Department
Attn: Director of Human Resources
1247 E. Siena Heights Dr.
Adrian, MI 49221
(517) 264-7109
www.sienaheights.edu

****Completed forms need to be forwarded to the Human Resource Office**