

Letterhead

Date

Dear [applicant]:

Thank you for your application for the open position of [] in the [Department/School of] at the University of Washington. The search committee is beginning the screening process of applicants, and as we progress toward the selection of the final candidate, we will notify you of your status.

We have enclosed an Affirmative Action Information Request survey, requesting that you identify any affirmative action groups to which you belong. Federal affirmative action reporting requirements under Executive Order 11246, as amended, require that we request this information. This survey is voluntary, and a decision not to provide this information will not result in any adverse treatment of your application. The information is used only for reporting purposes; it is kept confidential and separate from your application during the search process.

<<Paste the provided AAIR link here>>

[When CCHI form is required: Please complete the enclosed Conviction/Criminal History Information form. Completion is mandatory for further consideration of your application. Use the enclosed postage paid envelope to return the form(s) to our office at [address -- put address on the form(s) as well].

Federal law requires employers to document the identity and citizenship/employment authorization of each new employee. You must be prepared to provide proof of identity and citizenship, or employment authorization status and social security number as a condition of employment. Documents that satisfy the requirement may include one or more of the following: Social Security card, passport, alien registration card, U.S. citizenship/naturalization certificate, birth certificate, valid driver's license.

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation contact the Disability Services Office at least ten days in advance at: 206-543-6450/V, 206-543-6452/TTY, 206-685-7264 (FAX), or dso@u.washington.edu.

Again we appreciate your interest and will communicate with you in the near future regarding the status of your application.

Sincerely,