

Supplemental Personnel Data for Affirmative Action Recruitment



Vacancy # _____

Minnesota State University Moorhead is committed to the policies and principles of affirmative action and nondiscrimination in its recruitment procedures. To advance the implementation of these policies and to assist the University in responding to valid inquiries by federal and state agencies relative to nondiscrimination and affirmative action, you are being asked to complete this form. You are not required by law to provide this information, and there will be no consequences for your employment regardless of whether you choose to do so.

If you choose to provide it, please mail or fax to:

Barb Seiler, Affirmative Action Officer • Minnesota State University Moorhead • 1104 7th Avenue South • Moorhead, MN 56563
FAX: 218.477.4345

This information will be kept separate from your file and will not be provided to the screening committee.

1. **Name:** _____
2. **Position applying for:** _____
3. **Application date:** _____
4. **Department in which vacancy exists:** _____

Gender
5. Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male

Race and Ethnic Background
6. Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture, regardless of race) (Select one or more) <input type="checkbox"/> American Indian or Alaskan Native – A person having origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment <input type="checkbox"/> Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent <input type="checkbox"/> Black or African American – A person having origins in any of the black racial groups of Africa <input type="checkbox"/> Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands <input type="checkbox"/> White – A person having origins in any of the original peoples of Europe, the Middle East or North Africa <input type="checkbox"/> Unknown <i>If you selected more than one race and ethnic background, please state which you prefer to identify as primary:</i> _____

Disability Status
7. Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No (Disability is defined as: having a physical and/or mental impairment which substantially limits one or more “major life activities”; OR having a record of such impairment; OR being regarded as having such impairment.) “Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, sitting, standing, lifting, reaching and working. Note: Please note that checking “yes” will not be considered to be a request for a reasonable accommodation under Minnesota State Colleges and Universities Policy or federal or state law. If you wish to request a reasonable accommodation for a disability, contact Edward L. Choate, Human Resources Director, 218.477.2066.

8. **How Did You Learn About This Vacancy?**
- Journal, newspaper, or other publication: Specify specific source: _____
 - Vacancy notice: Where posted: _____
 - HigherEdJobs.com
 - Other website(s): Please list _____
 - Word of mouth from: Campus Employee Other _____
 - Invited to apply by: Campus Employee Other _____
 - If none of the above please specify: _____

OTHER APPLICATION MATERIALS SHOULD BE SENT TO: Chair, Search Committee