

**APPENDIX E**  
**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST AND**  
**RECEIPT OF APPLICATION LETTER**

**EAST TENNESSEE STATE UNIVERSITY**  
**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST**

As a government contractor, ETSU is subject to Executive Order 11246, as amended: Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; and Section 503 Of the Rehabilitation Act of 1973. All of these require government contractors to take Affirmative Action in the employment process.

We request your voluntary completion of the following questionnaire to be used ONLY for the purpose of monitoring the success of our Affirmative Action Plan.

This information will not be used to discriminate against or show preference for any application in the hiring decision.

NAME: \_\_\_\_\_ SEX: \_\_\_\_\_

**ETHNIC DATA:**

- White (not of Hispanic origin) (A person having origin in any of the original peoples of Europe, North American or the Middle East).
- Black (not of Hispanic origin)(A person having origin in any of the black racial groups.)
- Asian or Pacific Islander (A person having origin in any of the original peoples of the far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, Japan, China, Korea, India, Pakistan, Bangladesh, Sri Lanka (formerly Ceylon), Nepal, Sikikim, Bhutan, Afghanistan, the Philippine Islands, and Samoa.)
- American Indian or Alaskan Native (A person having origin in any of the original peoples of North American and who maintains cultural identification through tribal affiliation of community recognition.)
- Hispanic origin) (A person having origin in any of the original peoples of Europe, North American or the Middle East).

**How did you learn of the position(s) for which you are applying:**

- walk in     employee     friend or family member     advertisement     state employment office
- community agency     employment web page     other \_\_\_\_\_.

Please specify media source/agency: \_\_\_\_\_.

**CAMPUS SECURITY ACT AND PROSPECTIVE EMPLOYMENT**

East Tennessee State University makes available to prospective students the ETSU Security Information Report. The report is published annually and includes the following information: (a) campus policy regarding the reporting of criminal activity, (b) campus policy concerning facility safety and access, (c) campus policy concerning law enforcement, (d) information regarding safety and crime prevention programs, (e) campus policy regarding the sale, possession and use of alcohol and illegal drugs, (f) information regarding drug and alcohol education programs, (g) campus policy regarding sexual assault programs to prevent sex offenses and procedures to follow when sex offenses occur, (h) description of procedures for preparing annual disclosure of crime statistics, (i) campus policy allowing disclosure of crimes on a voluntary, confidential basis, (j) campus policy concerning crimes disclosed to a pastoral or mental health counselor, (k) campus policy concerning the recording of student criminal activity at off-campus locations; (l) timely warning procedures (campus crime alerts), and (m) crime statistics for the three most recent calendar years. The ETSU Security Information Report is available upon request from the Department of Public Safety, Box 70646, ETSU, Johnson City, TN 37614-1702 or the Office of Student Affairs, Box 70725, ETSU, Johnson City, TN 37614-1710. The report can be accessed on the Internet at: [http://www.etsu.edu/dps/security\\_report.asp](http://www.etsu.edu/dps/security_report.asp).

**RETURN TO: Department of:** \_\_\_\_\_

**S A M P L E**  
(TO BE TYPED ON DEPARTMENTAL LETTERHEAD)

Dear \_\_\_\_\_:

We have received your application for the position of \_\_\_\_\_. We are pleased that you are interested in employment at East Tennessee State University and will give your application full consideration.

In order to facilitate our reporting of affirmative action efforts, we request that you complete the attached "Equal Employment Opportunity Information Request," and return it to \_\_\_\_\_. While this information is completely voluntary, your response will be appreciated. **(If an Equal Employment Opportunity Information Request has been received via an ETSU application, this paragraph and the attached form should be eliminated.)**

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- a) campus policy regarding the reporting of criminal activity
- b) campus policy concerning facility safety and access
- c) campus policy concerning law enforcement
- d) information regarding safety and crime prevention programs
- e) campus policy regarding the sale, possession and use of alcohol and illegal drugs
- f) information regarding drug and alcohol education programs
- g) campus policy regarding sexual assault programs to prevent sex offenses and procedures to follow when sex offenses occur
- h) description of procedures for preparing annual disclosure of crime statistics
- i) campus policy allowing disclosure of crimes on a voluntary, confidential basis
- j) campus policy concerning crimes disclosed to a pastoral or mental health counselor
- k) campus policy concerning the recording of student criminal activity at off-campus locations
- l) timely warning procedure (campus crime alerts)
- m) crime statistics for the three most recent calendar years.

The ETSU Security Information Report is available upon request from the Department of Public Safety, Box 70646, ETSU, Johnson City, TN 37614 or the Office of Student Affairs, Box 70725, ETSU, Johnson City, TN 37614. The report can be accessed on the Internet at:  
[http://www.etsu.edu/dps/security\\_report.asp](http://www.etsu.edu/dps/security_report.asp).

Sincerely,

Jane Doe  
Chair, Search Committee

Attachment

**SAMPLE ONLY - TO BE MODIFIED AS APPROPRIATE**