SUPPLEMENTAL DATA FORM

Minnesota State Community and Technical College is an Equal Opportunity Employer committed to the policies and principles of affirmative action in its recruitment procedures.

To comply with federal and state agencies relative to equal opportunity, it is necessary that we measure and monitor our advertising and recruitment success by this data form. **This information will in no way affect you as an individual candidate. Data reported on this form will not be made available to anyone involved in the selection process or hiring decision, nor will it be maintained in personnel files.** All selection procedures will be strictly guided by the principle of equal opportunity.

In order to ensure our Equal Employment Opportunity (EEO) process is effectively managed, it is imperative to ascertain that you have received this Supplemental Personnel Data Form. **While the completion of this form is voluntary, the return of this form is strongly recommended.** Additional instructions are on page 2 of this document.

**Important facts about the information.** The information requested on this form is private. That is, it may be released only to Human Resources staff members whose positions reasonably require access to this information.

<table>
<thead>
<tr>
<th>Private Data</th>
<th>Why we ask for it</th>
<th>Do you have to provide it?</th>
<th>What if you don’t provide this information?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protected Group Status</td>
<td>To be able to make Equal Opportunity reports and to take affirmative action</td>
<td>NO</td>
<td>It will be more difficult to provide accurate data to state and federal agencies.</td>
</tr>
<tr>
<td>Reasonable Accommodations</td>
<td>To determine your special needs.</td>
<td>NO</td>
<td>We will not be able to make timely accommodations to assist you in the selection process.</td>
</tr>
</tbody>
</table>

Name: ____________________________

Position Sought: Administrative Assistant (BES)  

Title: ____________________________  

Location: Detroit Lakes Campus  

1. PREDOMINANT RACIAL BACKGROUND

☐ **American Indian or Alaskan Native.** All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. (Minn. Stat. § 254A.02, subd. 11 defines American Indian status as: “American Indian means a person of one quarter or more Indian blood.” The Minnesota Indian Affairs Council suggests that at the time of employment, state agencies require persons claiming Indian heritage to provide the name of their tribe and an enrollment number. Please provide the name of your tribe.)

☐ **Asian or Pacific Islander.** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa. (The Asian category may also include, but not be limited to, Cambodian, Hmong, Laotian, or Vietnamese. Please add the definition which is more precise.)

☐ **Black (not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.  

(If you prefer the designation "African American", please add it to the definition.)
☐ Hispanic. All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. (The Hispanic category may be expressed as Chicano, Latino, Mexican American, Cuban or Puerto Rican. Please add the definition which you believe it the most appropriate.)

☐ White (not of Hispanic origin). All persons having origins in any of the original people of Europe, North Africa, or the Middle East.

2. Are you legally authorized to work in the U.S. full-time and for all employers? ☐ Yes ☐ No

3. Will you now or in the future require employment visa sponsorship? ☐ Yes ☐ No

4. SEX: ☐ Female ☐ Male

5. DISABILITY: ☐ Yes ☐ No

6. VETERAN: ☐ Yes ☐ No

7. Minnesota State Community and Technical College may also consider me for other current and future vacancies for which I am qualified. ☐ Yes ☐ No

8. How did you hear about the position for which you are applying? The following will help us evaluate our recruiting program. Please check the appropriate box(es):

☐ 1 Minnesota Career Opportunities Bulletin ☐ 7 Trade/Technical School Posting
☐ 2 Job Information Line ☐ 8 State Employee
☐ 3 Job Service Office ☐ 9 State Agency
☐ 4 Trade Journal ☐ 10 State Affirmative Action or Human Resources Staff
☐ 5 College/University Posting ☐ 11 DOER Office of Diversity and Equal Opportunity
☐ 6 Newspaper Advertisement (which paper?) ☐ 12 Internet Site: ________
☐ 13 Other: ________

9. Please feel free to provide us with any special instructions:

SIGNATURE: ________________________________

A member of Minnesota State Colleges and Universities; an Equal Opportunity Educator / Employer