

Minnesota State Community and Technical College

(Campuses in Detroit Lakes, Fergus Falls, Moorhead and Wadena)

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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.

Name: _____

Position Sought: _____

Title

Location

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. _____
- 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. _____
- Black (not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa. _____
- Hispanic. All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. _____
- White (not of Hispanic origin). All persons having origins in any of the original people of Europe, North Africa, or the Middle East. _____

2. **SEX** Female Male

3. **DISABILITY** Yes No

4. **VETERAN** Yes No

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

SIGNATURE: _____

Important Facts About The Information

The information requested on this form is private. That is, it may be released only to our offices' staff members whose positions reasonably require access to this information.

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

- For persons designating "Black" as their racial groups, if you prefer the designation "African American", please add it to the definition.
- 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.
- Minn. Stat. § 254A.02, subd. 11 defines American Indian status as: "American Indian means persons 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.
- The Asian category may also include, but not be limited to, Cambodian, Hmong, Laotian, or Vietnamese. Please add the definition which is more precise.

Where did you hear about this job?

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

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

Please feel free to provide us with any special instructions: