

APPLICATION FORM



University of Idaho
Moscow, Idaho

(Please Type or Print)

Name _____
(First) (Middle) (Last)

Present Address _____
(Telephone)

Permanent Address _____
(Telephone)

The following information is requested in order to monitor our Affirmative Action Program and to insure equal employment opportunity. While you are not required to complete this section, your cooperation in providing this data is appreciated.

RACE:

Black _____ Caucasian _____ Religion _____
American Indian _____ Male _____ Female _____
Oriental _____

NATIONAL ORIGIN:

Spanish surname _____ Other _____

Have you ever been convicted for other than minor traffic violations? _____

Membership in professional, scientific, or other academic organizations:

List Below in chronological order your non-professional experience and dates
(including military experience)

Special abilities Related to Position Applied for:

Add any other information which you believe would be pertinent:

Date _____

(Signature)

An Affirmative Action/Equal Employment Opportunity Employer.

List Below in chronological order a record of your education and training with degrees and dates.

<u>Schools and Colleges</u>	<u>Location</u>	<u>Dates of Attendance</u>	<u>Degree Granted</u>	<u>Year Granted</u>
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List Below in chronological order the former professional positions you have held including the dates.

List Publications and Dates

List Other Professional Activities not Covered by Publications

Applicant's Name _____

Position _____

Preliminary Selection Form

A no vote on any one of the 3 requirements listed below will eliminate the applicant from further consideration for this position.

(yes or no)

- _____ 1. Experience working with minority students required.
- _____ 2. Experience in academic counseling of minority students, required.
- _____ 3. Specialized experience in college level or university oriented minority programs required.

Applicants name _____

Position _____

Committee Members Name _____

Intermediate Selection Form

Please check in the appropriate place to indicate your professional opinion on the selection criteria. Justify each rating in the appropriate place provided on the reverse side of this form.

Selection Criteria

	Very Strong	Strong	Average	Weak	Very Weak
1. Experience working with minority students.	/	/	/	/	/
2. Experience in academic counseling of minority students.	/	/	/	/	/
3. Specialized experience in college level programs.	/	/	/	/	/
4. Demonstrated written skills.	/	/	/	/	/
5. Degree	/	/	/	/	/
6. Experience and interest in teaching.	/	/	/	/	/
7. Minority student recruitment experience.	/	/	/	/	/

Depending upon the size of the applicant pool, each committee member will select (either a percent or a designated number of) those who he/she believes to be the best qualified. Those selected as best qualified will be further reviewed by the committee until a pool of finalists is selected.

UNIVERSITY OF IDAHO
APPLICANT FLOW RECORD

Name _____

Race _____ Religion _____ Sex _____

Color _____ National Origin _____

Position Applied For _____ Application Date _____

Referral Source _____

Job Offer Made Job Offer Not Made Accepted Rejected

Reasons:

Selection Committee Chairperson: _____

Additional Contacts or Referrals:

Date	Person Making Contact or Referral	Position Title

Complete for the successful candidate and for each female and minority applicant. Attach to corresponding Application form and retain in Departmental Affirmative Action Applicant File.

Applicant's Name _____

Position Coordinator Minority Student Program

INTERVIEW RATING FORM

1. Counseling

Very Strong	Strong	Average	Weak	Very Weak

2. Recruiting:

Very Strong	Strong	Average	Weak	Very Weak

3. Concept of Position:

Very Strong	Strong	Average	Weak	Very Weak

4. Professional Qualities:

Very Strong	Strong	Average	Weak	Very Weak

5. Personal Qualities

Very Strong	Strong	Average	Weak	Very Weak

Committee Member's Name _____

Date _____