



GAVILAN COLLEGE

Dear Applicant:

Thank you for your interest in seeking employment with Gavilan College. After your application has been received by Personnel Services, it will be considered in the course of the normal selection process.

Federal and state mandates require that we compile summary data on the gender and ethnicity of applicants. To assist us in complying with this requirement, we are requesting that you **COMPLETE AND RETURN THE SURVEY FORM ON THE REVERSE SIDE**. This information will be used to evaluate the effectiveness of our recruitment efforts. It should be emphasized, however, that it is the policy of Gavilan College to hire **solely** on the basis of an applicant's qualifications in relation to the requirements and selection criteria of the particular position. Information regarding the gender and ethnicity of applicants is not supplied to the selection committee responsible for making employment recommendations.

Supplying the requested information is **optional**. Your decision in this matter will not affect the status of your application; however, your cooperation in completing the survey is greatly appreciated.

After completing the questions on the reverse side of this letter. Return it with your application and other required materials to the following address:

BY MAIL OR IN PERSON:

Personnel Services
Gavilan College
5055 Santa Teresa Blvd.
Gilroy, CA 95020