



Office of Affirmative Action
214 Anderson Hall
Manhattan, KS 66506-0104
785-532-6220
Fax: 785-532-4374

Dear _____:

Thank you for your application for the _____ in the _____
requisition number _____ at Kansas State University.

To assist us in assessing our efforts to attract qualified, diverse applicants to University positions and consistent with Federal and State laws and regulations, we request that you provide information about your gender, race/ethnicity, disability, and veteran's status, as part of our application process.

Submission of this information is entirely voluntary. Failure to provide such information will in no way affect your candidacy or chances of getting a position with the University. However, we urge all applicants to provide this important information. Without it, we cannot determine accurately where we are meeting our objectives or attraction of qualified diverse applicants to University positions. When you supply your self-identification information, it is rerated in a highly confidential manner by the Office of Affirmative Action and used for statistical purposes only. The information is not released to search committees or anyone else who can affect your application.

We invite you to visit the following website: http://www.k-state.edu/data_collection/affirm22/ to complete and submit the requested information. If you have questions or concerns about this request, please contact the Kansas State University Office of Affirmative Action (affact@k-state.edu or 785-532-6220). Thank you for your interest in a position at our University.

Sincerely,

Director
Office of Affirmative Action