

Handout #10: Sample Letter of Acknowledgement

Appendix 22 Letter

K-State Department Letterhead

Date

[Applicant]
[Street Address]
[City, State, Zip Code]

Dear [Applicant]:

Thank you for your application for the position of [rank or title] in the [Department/School of] at Kansas State University. The search committee is beginning the screening process of applicants, and as we progress toward the selection of the final candidate, we will notify you of your status.

Federal and State laws and regulations require Kansas State University to implement equal employment opportunity and affirmative action policies and procedures and to invite applicants to provide information that will allow the University to assess its efforts. For those reasons, we request that you type <http://www.k-state.edu/affact/Forms/app22.htm> into the browser window of any computer connected to Internet, press enter, complete the form then click the Submit button.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment nor adversely affect your candidacy. The information provided on this form will be used only in ways that are consistent with the Title VII, Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act Amendments Act, and Executive Order 11246. It will not be included in your application or personnel file. The information is considered confidential and will be used by the Office of Affirmative Action for the purpose of establishing protection under the law, determining appropriate accommodations, administering first aid, and compliance with laws and regulations. Failure to comply will in no way disqualify you from consideration for employment.

Again we appreciate your interest and will communicate with you in the near future regarding the status of your application.

Sincerely,

[Name]
[Rank or Job Title]
[Department]
Chair, [Search Committee]