

**Applicant Confidential Data Information Form**

**IMPORTANT INFORMATION FOR APPLICANTS:**

All applications will be reviewed by the Search Committee for this position. This process normally takes 4 to 6 weeks from the Application Review date. Once the review process is complete, the Committee will select applicants for an interview, who will be contacted by phone. When a candidate is ultimately selected for hire, all remaining applicants will be sent a letter advising them of the results of the search. If you have specific questions unrelated to the above process, please contact the Human Resources Department at 815-455-8901. Continue to visit our website: [www.mchenry.edu](http://www.mchenry.edu), where new opportunities are posted as they are opened.

***We appreciate your interest in employment at McHenry County College.***

**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST**

The College has a commitment to equal employment opportunity and affirmative action. To fulfill this commitment and comply with Federal Government reporting requirements, it is important to determine the composition of the applicant pool for each position. The following information is being collected separately and confidentially and is not a part of the regular application form. It is requested for the purpose of determining compliance with Federal and Civil Rights Law. Your response will not affect consideration of your application nor any employment decision. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner. A self-addressed stamped envelope has been provided for your convenience.

Date: \_\_\_\_\_ Position(s) Applied for: \_\_\_\_\_  
Please indicate position(s) for which you are applying.

**Race /Ethnic Identification: Select ALL That Apply:**

- Black / African-American:** (Not of Hispanic origin) A person having origins in any of the Black racial groups of Africa.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. The area includes, for example, China, Japan, Korea.
- Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- Native Hawaiian or other Pacific Islander:** A person having origins in any of the Pacific Islands, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- White:** (Not of Hispanic origin) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Select ONE Primary Racial Group: **Black**  **Hispanic**  **Native Hawaiian or other Pacific Islander**   
**Asian**  **Native American Indian or Alaskan Native**  **White**

**Gender:** Male  Female  **Citizenship:** U.S. Citizen  Permanent Resident  Temporary Visa

**How did you learn of this opening? Please put an "X" in the appropriate place.**

- MCC Vacancy Notice  MCC Web site  MCC Job Journal  NEWSPAPER (please name) \_\_\_\_\_  
INTERNET (please name web site) \_\_\_\_\_ HigherEdJobs.com  CareerBuilder.com   
Chronicle of Higher Ed  Illinois Skills Match  FRIEND  WALK-IN  MCC EMPLOYEE   
OTHER  \_\_\_\_\_