

Dear Applicant,

Thank you for your interest in employment at Montana State University Extension. This letter is provided to help you understand our recruitment and hiring policies and to aid you in providing the information requested on the enclosed card. As a federal contractor, the University is required to obtain information that enables us to assess whether our recruitment and selection procedures ensure equal opportunity for all applicants. The information you provide is kept separate from your application and used for statistical and administrative purposes only.

On the enclosed card, please indicate your ethnicity (Hispanic or not Hispanic); then your race. You may select more than one racial category. If applicable, provide information on your status as a veteran or person with disabilities. **Submission of the information is voluntary.** Please return the postage-paid card as soon as possible. **OR** You may send the information via my confidential email address at maryfran@montana.edu Please provide your response to the information listed on the card and include the announcement number in the “subject” box in your email.

DEFINITIONS [The following U.S. Census definitions are provided to help you complete the form.]

Ethnicity:

(A) **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

(B) **Not Hispanic or Latino.** A person who is not Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin.

Race:

(1) **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

(2) **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

(3) **Black or African American.** A person having origins in any of the black racial groups of Africa.

(4) **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

(5) **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

A Person with Disabilities is a person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. “Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Veteran’s Preference in Montana. Montana State University complies with the Montana Veteran’s Public Employment Preference Act, Section 39, Chapter 29 MCA and provides preference in employment to eligible veterans, disabled veterans and certain eligible relatives as specified in the Act. Applicants seeking to claim this preference should write HR/AA at PO Box 172430, Bozeman, MT 59717-2430, contact Janell Barber at: janellb@montana.edu, or access the form from the HR/AA home page at www.montana.edu/wwwaffirm/home.htm. (Note: Returning the enclosed card does not constitute a request for Montana Veteran’s Preference).

VETERAN'S PREFERENCE

For complete definitions of the following Veteran's Preference Employment Criteria, please refer to the Human Resource/Affirmative Action website: www.montana.edu/wwaffrm/home.htm or the Office of Federal Contract Compliance programs via the U.S. Department of Labor website: <http://www.dol.gov/esa/ofccp/>

Veteran of the Vietnam Era Disabled Veteran Special Disabled Veteran
Recently Separated Veteran Other Protected Veteran
Armed Forces Service Medal Veteran

POLICIES (The complete text University policies may be accessed at: www2.montana.edu/policy/.)

Accommodation for Persons with Disabilities. Montana State University is committed to making reasonable accommodation for any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the essential functions of the job. If you have such a disability and would like to request an accommodation, please contact our office.

Verification of Employment Eligibility. Montana State University employs only U.S. citizens and aliens lawfully authorized to work in the United States. Pursuant to the Immigration Reform and Control Act of 1986, we require all new employees to submit an Employment Eligibility Verification Form (I-9) which documents their identity and employment eligibility. (For information on obtaining or changing visa status, contact Ms. Sally O'Neill at sallyo@montana.edu or phone 406-994-7688.)

Misrepresentation. Any subsequently hired applicants who knowingly and materially misrepresented their educational or vocational qualifications during the application process may be dismissed immediately upon discovery of the misrepresentation.

Non-Discrimination. Montana State University does not discriminate on the basis of race, color, national origin, sex, sexual preference, marital status, age, religion, creed or political belief, mental or physical handicap or disability, or status as a Vietnam era or disabled veteran in admission, access to, or conduct of its education programs and activities nor in its employment policies and practices. The University's non-discrimination policies and procedures, including procedures for filing formal and informal complaints and requests for protection from retaliation, are available at http://www2.montana.edu/policy/affirmative_action/

Compliance Officer. Diane Letendre, Director, Human Resources/Affirmative Action is the person designated by President Cruzado to be responsible for the University's Civil Rights compliance efforts. Complaints of discrimination should be reported to her at PO Box 172430, Bozeman, MT 59717-2430.

Sincerely,

Mary Fran San Soucie

MSU Extension Personnel

P.S. Other reports and information about Montana State University, including job vacancy announcements and crime statistics, can be accessed through the University's Web page at: <http://www.montana.edu>