

APPLICANTS' RECORDS SUMMARY

POSITION TITLE _____

SCHOOL/DEPARTMENT NAME _____

DATE OF VACANCY _____ NUMBER OF VACANCIES _____

DATE POSITION FILLED _____

TOTAL NUMBER OF APPLICATIONS RECEIVED _____

TOTAL NUMBER OF APPLICANTS INTERVIEWED _____

White____ Black____ Hispanic____ Asian____ Amer Indian____ Unknown____

Total Number of Males____ Total Number of Females____

TOTAL NUMBER OF APPLICANTS HIRED _____

White____ Black____ Hispanic____ Asian____ Amer Indian____ Unknown____

Total Number of Males____ Total Number of Females____

RECORDS RETENTION PERIOD (Two Years):

FROM: _____ TO: _____

Note: Please retain one copy of this form with applicant records and submit one copy to the Equal Educational Opportunities Department.