



### OPTIONAL APPLICANT CHARACTERISTIC SURVEY

The following requested information is **VOLUNTARY** and in no way affects you as an individual applicant or your application for employment. This information will be used for federal reporting and research purposes only to find out how effective our recruitment efforts are in reaching all segments of the population and in providing equal employment opportunity.

#### INSTRUCTIONS

Please fill in the Job Title and/or the Job Code in the spaces provided below. Place your numbered answer to each question in the space indicated by the arrow.

**JOB TITLE:** \_\_\_\_\_

**JOB CODE:** \_\_\_\_\_

- A. Gender?  
1. Male  
2. Female

- B. What is the highest level of education you have attained?  
1. 0 - 8 years  
2. 9 - 12 years but not a high school graduate  
3. High school diploma (or GED)  
4. Post high school vocational or business school training  
5. College, less than B.A. or B.S. degree  
6. B.A., or B.S., or comparable bachelor's degree  
7. M.A., or M.S., or comparable master's degree  
8. PhD, JD, LLB, or comparable professional degree  
9. MD, DO or comparable professional degree in medicine

- C. Which racial/ethnic group do you consider yourself a member?  
1. American Indian or Alaska Native (Not Hispanic or Latino)  
2. Two or More Races (Not Hispanic or Latino)  
3. Black or African American (Not Hispanic or Latino)  
4. Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)  
5. Hispanic or Latino  
6. White (Not Hispanic or Latino)  
7. Asian (Not Hispanic or Latino)

- D. What is your age?  
1. 16-24 years    4. 40-49 years    7. 65-69 years  
2. 25-29 years    5. 50-59 years    8. 70 or more years  
3. 30-39 years    6. 60-64 years

- E. How did you learn about this job opportunity?  
1. Lincoln University website  
2. Newspaper or periodical  
3. Higheredjobs.com  
4. Word of Mouth  
5. College Websites or Direct Contact

- F. Do you have a physical or mental disability that requires reasonable accommodation during employment?  
1. Yes  
2. No



LIST YOUR PRESENT OR MOST RECENT JOB FIRST. CAREFULLY ACCOUNT FOR ALL RECENT EMPLOYMENT (AT LEAST THE LAST 10 YEARS). ATTACH ADDITIONAL SHEETS IF NECESSARY

MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO, IF 'NO' EXPLAIN:

**EMPLOYMENT EXPERIENCE**

<b>Employer</b>		
<b>Address</b>		
<b>Telephone</b>		<b>Description of Duties</b>
<b>From (MO/YR)</b>	<b>To (MO/YR)</b>	
<b>Supervisor</b>		
<b>Position Held</b>		
<b>Reason for Leaving</b>		

**NEXT EMPLOYER**

<b>Employer</b>		
<b>Address</b>		
<b>Telephone</b>		<b>Description of Duties</b>
<b>From (MO/YR)</b>	<b>To (MO/YR)</b>	
<b>Supervisor</b>		
<b>Position Held</b>		
<b>Reason for Leaving</b>		

**NEXT EMPLOYER**

<b>Employer</b>		
<b>Address</b>		
<b>Telephone</b>		<b>Description of Duties</b>
<b>From (MO/YR)</b>	<b>To (MO/YR)</b>	
<b>Supervisor</b>		
<b>Position Held</b>		
<b>Reason for Leaving</b>		

**References** (*Do not include relatives*)

Name: _____ Occupation: _____ Email: _____ Phone: _____
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Name: _____ Occupation: _____ Email: _____ Phone: _____

***Lincoln University conducts background checks on all prospective employees as a condition of employ. It is understood that employment is predicated on the truthfulness of statements made in this application, including satisfactory proof of authorization to work in the United States and a favorable report of references, all of which Lincoln University is hereby authorized to verify. Any false statements, misrepresentations or failure to disclose significant information on this application may result in dismissal.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date