



Human Resource Services  
820 Chestnut St 101 Young Hall  
Jefferson City MO 65102

## 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)          | 5. Hispanic or Latino             |
| 2. Two or More Races (Not Hispanic or Latino)                         | 6. White (Not Hispanic or Latino) |
| 3. Black or African American (Not Hispanic or Latino)                 | 7. Asian (Not Hispanic or Latino) |
| 4. Native Hawaiian or Other Pacific Islander (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

RETURN THIS FORM WITH THE APPLICATION



# LINCOLN UNIVERSITY APPLICATION FOR EMPLOYMENT

**Lincoln University is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, and mental or physical disability.**

**PERSONAL DATA**

PLEASE TYPE OR PRINT LEGIBLY; THIS APPLICATION IS A LEGAL DOCUMENT. RESUME MAY BE ATTACHED, BUT IS NO SUBSTITUTE FOR COMPLETING THIS APPLICATION.				
PRINT EXACT TITLE OF THE POSITION YOU ARE APPLYING FOR:	DATE OF APPLICATION:			
ENTER JOB CODE NUMBER (if known)	DATE AVAILABLE TO BEGIN EMPLOYMENT:			
PRINT FULL NAME	CONTACT INFORMATION			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">LAST</td> <td style="width: 33%;">FIRST</td> <td style="width: 33%;">MIDDLE</td> </tr> </table>	LAST	FIRST	MIDDLE	TELEPHONE:
LAST	FIRST	MIDDLE		
ADDRESS				
ARE YOU RELATED TO ANY EMPLOYEE OR CURATOR AT LINCOLN UNIVERSITY YES NO IF YES, IN WHAT DEPARTMENT IS YOUR RELATIVE EMPLOYED:  NAME OF RELATIVE: RELATIONSHIP:	ARE YOU A UNITED STATES CITIZEN YES NO  IF NO, THEN WHAT TYPE OF VISA ARE YOU AUTHORIZED TO WORK:			

**EDUCATION**

HIGH SCHOOL ATTENDED:	GRADUATE:
COLLEGE OR UNIVERSITY ATTENDED	# YEARS ATTENDED MAJOR GRADUATE DEGREE RECEIVED
OTHER JOB RELATED TRAINING (I.E. MILITARY OR VOCATIONAL):	
PROFESSIONAL LICENSES OR CERTIFICATES:	
PROFESSIONAL MEMBERSHIPS:	
REMARKS:	

LIST YOUR PRESENT OR MOST RECENT JOB FIRST. CAREFULLY ACCOUNT FOR ALL RECENT EMPLOYMENT IF YOU NEED MORE SPACE, PLEASE ATTACH ADDITIONAL SHEETS.

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

FROM: MONTH/YEAR	TO: MONTH/YEAR	TITLE OF YOUR POSITION			
NAME OF EMPLOYER		DUTIES OF YOUR POSITION			
ADDRESS:					
NAME OF SUPERVISOR					
PHONE					
REASON FOR LEAVING	NO. SUPERVISED	ANNUAL SALARY OR HOURLY WAGE	\$		HOURS PER WEEK
FROM: MONTH/YEAR	TO: MONTH/YEAR	TITLE OF YOUR POSITION			
NAME OF EMPLOYER		DUTIES OF YOUR POSITION			
ADDRESS:					
NAME OF SUPERVISOR					
PHONE					
REASON FOR LEAVING	NO. SUPERVISED	ANNUAL SALARY OR HOURLY WAGE	\$		HOURS PER WEEK
FROM: MONTH/YEAR	TO: MONTH/YEAR	TITLE OF YOUR POSITION			
NAME OF EMPLOYER		DUTIES OF YOUR POSITION			
ADDRESS:					
NAME OF SUPERVISOR					
PHONE					
REASON FOR LEAVING	NO. SUPERVISED	ANNUAL SALARY OR HOURLY WAGE	\$		HOURS PER WEEK

I CERTIFY THAT THE ABOVE STATEMENTS ARE CORRECT, AND IF EMPLOYED, UNDERSTAND THAT ANY FALSE INFORMATION IN THIS APPLICATION WILL BE SUFFICIENT GROUNDS FOR TERMINATION. I FURTHER AGREE THAT RULES AND REGULATIONS OF THE UNIVERSITY AFFECTING MY EMPLOYMENT SHALL CONSTITUTE A PART OF MY APPOINTMENT. I AUTHORIZE THE UNIVERSITY TO INVESTIGATE ALL STATEMENTS OF THIS APPLICATION AND I RELEASE YOU FROM ANY LIABILITY WHICH WOULD RESULT FROM FURNISHING THE INFORMATION REQUESTED. I ALSO AUTHORIZE THE UNIVERSITY TO CONDUCT A BACKGROUND INVESTIGATION.

Return to: Lincoln University  
 820 Chestnut Street  
 Young Hall Room 101  
 Jefferson City Missouri  
 65102-0029

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE SIGNED

Title IX Coordinator

In accordance with Title IX implementing regulations at 34 C.F.R. § 106.8(a); Lincoln University has designated one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The coordinator's responsibilities include investigating complaints communicated to the recipient alleging noncompliance with Title IX. Section 106.8(a) also requires Lincoln University to notify all students and employees of the name, address, and telephone number of the designated coordinator. Lincoln University Title IX Coordinator contact information is as follows:

Ms. Zakiya Brown, Title IX Coordinator

304 C Young Hall  
820 Chestnut Street  
Jefferson City, Missouri 65102-0029  
Phone: 573 681-5003  
Fax: 573 681-5175

Non Discrimination Notice

In accordance with Title IX regulations at 34 C.F.R. § 106.9; Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to OCR.

Ms. Zakiya Brown, Title IX Coordinator

304 C Young Hall  
820 Chestnut Street  
Jefferson City, Missouri 65102-0029  
Phone: 573 681-5003  
Fax: 573 681-5175

Office for Civil Rights  
Kansas City  
U.S. Department of Education  
8930 Ward Parkway  
Suite 2037  
Kansas City, MO 64114  
Tel.: (816) 268-0550