

**(Must Print on Department Letterhead)**

**(Date)**

**(Name and Address of Applicant)**

Dear **(Name of Applicant)**:

Your application for the position of **(Title of Position)** has been received. We appreciate your interest in McNeese State University and our department. You can visit McNeese State University's website at <http://www.mcneese.edu/> for information about the University and our department's web pages at [www.mcneese.edu/~](http://www.mcneese.edu/~) for information about the University, our department, our programs, and the community.

Information regarding security on campus is available in compliance with the Campus Security Act at the McNeese State University Police Department at (337) 475-5711 or <http://www.mcneese.edu/police/>.

We want you to be aware that, in compliance with the Immigration Reform and Control Act, McNeese State University hires only United States citizens, resident aliens, and non-resident aliens who are authorized to work. New employees will be required to present documents which verify identity and eligibility.

The University is required to maintain records, for affirmative action purposes only, on applicants for all positions. We request that you complete and return the enclosed **Applicant EEO Data Form**. The completion of this form is voluntary on the part of the applicant.

We plan to conclude the search as soon as possible and will notify you of the status of your application at a later date. If you should have any questions about the application process, please contact me at **(email address)**.

Sincerely,

**(Name of Chair)**

Search Committee Chair