



**INSTRUCTIONS FOR APPLICANTS
For
Employment, Promotion or Transfer**

TO APPLY FOR A POSITION, YOU MUST:

Have submitted an application to the Department of Human Resources for the specific position no later than 4:00 p.m. on the closing date of the vacancy.

NOTE

It is your responsibility to provide sufficient written documentation to the Department of Human Resources supporting your qualifications for each specific position for which you want to be considered. You must complete each section of this application.

Some positions may require drug and/or alcohol testing after a conditional job offer and prior to employment. We will note on the position vacancy which positions require drug testing.

AFFIRMATIVE ACTION

The Equal Opportunity Information Form is considered confidential information and will not be viewed by hiring authorities. All recruitment, testing, screening, evaluation, and final selection decisions are made in accordance with our Affirmative Action program.

If you have any questions about the application process, you may call the Department of Human Resources at (304) 442-3179.

Good Luck!

(see back)

SPECIAL NOTICE TO DISABLED APPLICANTS, VIETNAM ERA VETERANS AND DISABLED VETERANS

West Virginia University Institute of Technology, in compliance with the American With Disabilities Act, requests that individuals needing reasonable accommodations in the application or testing process contact the Department of Human Resources in person or by mail, at Old Main, Room 216, Montgomery, WV 25136, or by telephone, (304) 442-3179.

DISABLED APPLICANTS

1. This employer is a government contractor subject to Section 503 of the *Rehabilitation Act of 1973*, which requires government contractors to take affirmative action to employ, and advance employment, qualified disabled individuals. If you have a disability and would like to be considered under the affirmative action program, please inform us. Submission of the information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and regarding necessary accommodations; (2) first aid safety personnel may be informed when and to the extent appropriate, if the condition might require emergency treatment; and (3) government officials investigating compliance with the Act should be informed.
2. If you are disabled, we would like to include you under the affirmative action program. Please let us know about (1) any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to fill because of your disability, so that you will be considered for any positions of that kind, and (2) the accommodation(s) we could make that would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

VIETNAM ERA VETERANS AND DISABLED VETERANS

This employer is a government contractor subject to Section 402 of the *Vietnam Era Readjustment Act of 1974*, which requires government contractors to take affirmative action to employ, and advance in employment, qualified disabled veterans and veterans of the Vietnam Era. If you are a disabled veteran covered by this program and would like to be considered under the affirmative action program, please inform us. This information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and regarding necessary accommodations and (2) first aid personnel may be informed, when and to the extent appropriate, if condition might require emergency treatment.

In order to assure proper placement of all employees, we request that you provide us with certain information relative to your disability. If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following: (1) the accommodations we could make that would enable you to perform the job notwithstanding the disability and (2) the accommodations we could make that would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

Note: The Applicant Self-Identification Form provides you with the opportunity to request consideration under the Affirmative Action Plan for the Disabled/Disabled Veterans. If you wish, you may attach other information you deem appropriate.