You may Type directly on this form, but you can only save the entered text if you have the full version of Adobe Acrobat.

APPLICANT POOL

CLEAR FORM

CONFIDENTIAL DATA—to be shared only with Search Committee Members and Hiring Officials

Search committee chairs and / or secretaries working with search committees are urged to copy and use this Applicant Pool form. This form helps to ensure that an applicant is not inadvertently overlooked and also provides a picture of the progress of the search.

APPLICANTS FOR POSITION OF: _____ DEPARTMENT: _____

Application Deadline Date or Review of Applications Begins: _____

Name of Applicant	Date Application Received	DATE SENT OUT			References Checked	Applicant Interviewed	Date Ltr to Unsuccess Applicant	Offer of Employment
		Acknowldgmt Letter	Vacancy Notice	Supplemental Data Form				

At the end of the Search, completed form(s) and all other search materials are to be forwarded to Human Resources, WA 336.

HR 6/07