SAMPLE
ACKNOWLEDGEMENT OF APPLICATION LETTER –
APPLICANT DOES NOT MEET MINIMUM QUALIFICATIONS

[Date]

[Name]
[Title – if applicable]
[Street Address]
[City, State, Zip Code]

Dear [Name]:

Thank you for your application for the position of ***[title]*** in ***[department]*** at St. Lawrence University.

Your materials have been reviewed and it has been decided that you do not meet the minimum qualifications for the position. We will not be considering your application further. Thank you, again, for your application. We appreciate your interest in St. Lawrence University and wish you the best in your future endeavors.

Sincerely,

[Chairperson Name]
[Title/Department]

SAMPLE

ACKNOWLEDGEMENT OF APPLICATION LETTER WITH REQUEST FOR SLU APPLICATION

[Date]

[Name]
[Title – if applicable]
[Street Address]
[City, State, Zip Code]

Dear [Name]:

Thank you for your application for the position of ***[title]*** in ***[department]*** at St. Lawrence University.

The Search Committee will be reviewing materials and will make decisions about campus visits and interviews. We will notify you of changes in the status of your application as the search committee proceeds.

CLERY ACT NOTICE: Federal law requires that crime statistics relative to SLU be made available to you. These may be accessed at the homepage of the SLU Security and Safety Dept., http://www.stlawu.edu/security/index.php, or by contacting the Human Resources Office at 315-229-5596, or by writing to Human Resources, St. Lawrence University, Canton NY 13617.

If you have not already done so please download, complete, and return a St. Lawrence University application [available at http://www.stlawu.edu/resources/application%20for%20employment.10.20.08.pdf or call the HR office, 315-229-5596 to have a copy sent to you.

The enclosed Affirmative Action/EEO response card is pre-addressed [to the university's Human Resources Office] and postage paid: we would appreciate your completion and return of the card: the information provided on this card is NOT made available to the search committee, it is solely for university records and reports.

Please also note the general information on the back of this letter.

We invite you to learn more about St. Lawrence University by visiting our website at http://www.stlawu.edu/

Thank you, again, for your application. We appreciate your interest in St. Lawrence University.

Sincerely,

[Chairperson Name]
[Title/Department]

Enclosure

GENERAL INFORMATION FOR ALL APPLICANTS

The St. Lawrence University policy on immigration services for employees is available on the St. Lawrence University website at http://www.stlawu.edu/resources/visasimmigration.htm

Search committees will check references for applicants. The committee chairperson or designated member may contact any previous employers or members of pertinent academic departments for a candidate: these contacts may ***not*** be restricted to those you have listed. If there is anyone in your academic or employment record you ***do not*** want to have contacted please inform the chairperson of the search committee for the position for which you have applied, who, while not bound to honor your request, will do so as is possible and practical.

It is the University's understanding that all written or verbal representations regarding your background, experience, and preparation for the position are true and accurate to the best of your knowledge. The university in its selection process will rely upon these representations. If you are hired by the university any misrepresentation provided to the university in the search process could be grounds for termination.

All appointments for positions at the university can be made solely by the President and are made in writing. Information that is shared with you in meetings, interviews, or by phone, is not definitive until confirmed in writing, by the President.