



WNET
EEO PROGRAM
COMMUNITY ORGANIZATION
NOTIFICATION REQUEST FORM

COMMUNITY ORGANIZATION NOTIFICATION REQUEST FORM

Please contact WNET with any future changes in the general information below, especially the contact person and email address. It is important to keep your information updated. Thank you!

Date: \_\_\_\_\_

I. GENERAL INFORMATION (Please complete all sections).

Name of Organization: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
Name of Contact Person/Title: \_\_\_\_\_
Type of Organization: \_\_\_\_\_

II. CATEGORIES OF JOB VACANCIES

Community organizations may request notice of all vacancies, or only those in specific categories. Please indicate what category (s) of job vacancies notices you would like to receive. (Please select your preferences).

\_\_\_\_ All Job Vacancies
\_\_\_\_ Officials & Managers
\_\_\_\_ Professionals
\_\_\_\_ Technicians
\_\_\_\_ Office & Clerical
\_\_\_\_ Sales Workers
\_\_\_\_ Craft Workers (Skilled)
\_\_\_\_ Operators (Semi-skilled)
\_\_\_\_ Laborers (Unskilled)
\_\_\_\_ Service Workers

PRIVACY NOTICE: The Federal Communications Commission (FCC) requires all stations to report the names of community organizations requesting job vacancy information plus the contact person, address and telephone number of each organization in an annual EEO Public File Report that will be made available to the general public in the station's public inspection file and on its website. By requesting to be notified of job vacancies, you consent to the public disclosure of this information as required by the FCC.

Please return the completed for via email, fax or regular mail to: Human Resources, WNET, 825 Eighth Avenue, New York, NY 10019. Phone: 212.560.3044. Email: coutrosj@wnet.org

For Internal Use Only:

Date Received by Station: \_\_\_\_\_ Name of Station Personnel Processing Info: \_\_\_\_\_
Mode of Delivery: Email: \_\_\_\_\_ US Mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Other: \_\_\_\_\_
Primary Notification Selected for Vacancies: \_\_\_\_\_
Cancellation of Notice Date: \_\_\_\_\_ Contact Person for Cancellation: \_\_\_\_\_

