To Whom It May Concern:

Thank you for listing your job opening with the Career Services & Student Employment office of Collin College.

In compliance with the Coordinating Board and the Equal Employment Opportunity Commission (EEOC) we are required to have each participating employer’s Equal Employment Opportunity (EEOC) statement on file in our office. Please help us by sending a copy of your company’s EEOC statement on your letterhead at your earliest convenience. If you prefer you may indicate your assurance complying with the EEOC by signing this letter with a company official’s signature.

Thank you for your cooperation.

Elaine Stewart

Coordinator Job Location/Development & Career Services

Collin College

E-Mail: studentjobs@collin.edu

Tel: (972) 881-5790 ext. 6747 or 6769

Fax:: (972) 881-5639

“THIS IS TO CERTIFY THAT OUR COMPANY HAS A POLICY NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR HANDICAP AND REQUIRES AFFIRMATIVE ACTION IN ITS EMPLOYMENT POLICIES.”

COMPANY NAME:

CONTACT NAME:

OFFICIAL SIGNATURE:       DATE:

Are you an Equal Opportunity Employer? [ ]  Yes [ ]  No

ADDRESS:

CITY       STATE       ZIP CODE:

PHONE NUMBER       FAX NUMBER

EMAIL ADDRESS