

Sample letter to Applicants in sending the Applicant Data Form

(Date)

(Applicant's Name, Title)  
(Address)

Dear (Applicant):

Thank you for submitting your CV to the Search Committee for the (Title and Position) at the University of California, San Francisco School of (Dentistry, Medicine, Nursing, Pharmacy, Physical Therapy).

In compliance with Affirmative Action regulations we are sending the enclosed survey form to everyone whose CV is being reviewed by the committee charged with carrying out this search. The requested information on the form is voluntary and is used by various UCSF departments for statistical analysis and administration of personnel programs. We ask you to complete this form and **return it directly to our Affirmative Action Office at:**

Affirmative Action Office  
University of California, San Francisco  
San Francisco, CA 94143-0988

Sincerely,

(Chair or Administrative Staff)