

ACKNOWLEDGEMENT LETTER

[Date]

Dear :

We have received your application for the position of [Insert position title] at the University of Wisconsin-Milwaukee. Your credentials and application will be reviewed by our Search and Screen Committee who may request additional materials. The complete position announcement is enclosed for your information.

Wisconsin law permits confidentiality for applicants for public positions until such time that they become finalists *if they have indicated that they do not want their identity disclosed*. Please inform us of your preference in this regard by completing the enclosed *Disclosure of Identity of Applicants for Public Positions*. In addition there is a *Confidential Communication Form* to let us know how you wish to be contacted in future correspondence. Both the *Disclosure of Identity* and the *Confidential Communication Form* should be returned to me in the enclosed self-addressed envelope. Even though you may have already indicated a confidentiality preference in your application, please do return these forms.

Also enclosed is an *Affirmative Action Information Form* that you are asked to complete and return in the self-addressed envelope to the Department of Human Resources.

On behalf of the University of Wisconsin-Milwaukee, we sincerely appreciate your interest in this position. We anticipate the review process to begin in [insert date]. In the meantime, if you have any questions about this position or the process of this search, please feel free to contact me at [insert phone number], or e-mail me at [insert e-mail address]. Additional information about UWM can be obtained from the university's Web site at www.uwm.edu. Also, please visit the [department or unit'] Web site at [insert URL].

Sincerely,

Chair, Search and Screen Committee

Enclosures: Position Announcement; Confidential Communication Form; Disclosure of Identity of Applicants for Public Positions; Affirmative Action Information Form