

**WRCB EEO PROGRAM**  
**COMMUNITY ORGANIZATION NOTIFICATION REQUEST FORM**

Please contact Station with any future changes in the general information below, especially the contact person and e-mail 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 Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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 vacancy notices you would like to receive. **(Please select your preferences.)**

- |   |   |
|---|---|
| <input type="checkbox"/> All Job Vacancies    | <input type="checkbox"/> Sales Workers            |
| <input type="checkbox"/> Officials & Managers | <input type="checkbox"/> Craft Workers (Skilled)  |
| <input type="checkbox"/> Professionals        | <input type="checkbox"/> Operators (Semi-skilled) |
| <input type="checkbox"/> Technicians          | <input type="checkbox"/> Laborers (Unskilled)     |
| <input type="checkbox"/> Office & Clerical    | <input type="checkbox"/> 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 form via e-mail, fax, or regular mail to: WRCB-TV, 900 Whitehall Road, PH: 423-267-5412; FAX: 423-267-6840. WRCB-TV is an Equal Opportunity Employer.

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**For Internal Use Only:**

Date Received by Station: \_\_\_\_\_ Name of Station Personnel Processing Info. : \_\_\_\_\_

Mode of Delivery:  E-mail  U.S. Mail  Fax  Telephone  Other: \_\_\_\_\_

Primary Notification Selected for Vacancies: \_\_\_\_\_

Cancellation of Notice Date: \_\_\_\_\_ Contact Person for Cancellation: \_\_\_\_\_