WVIT NBC Connecticut EEO PROGRAM
COMMUNITY ORGANIZATION NOTIFICATION REQUEST FORM

WVIT is an Equal Opportunity Employer. Organizations that distribute information about employment opportunities to job seekers may request notices of full-time vacancies at NBC Owned Television Stations by completing and returning this form as instructed below. Please contact the station with any future changes in the general information below (e.g., contact person and e-mail address). 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.)

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

LEGAL 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: Mary Anderson, Director of Human Resources, 1422 New Britain Avenue West Hartford, CT . E-mail: WVIT.HumanResources@NBCUNI.com. Fax: 860-313-6340

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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 Selected for Vacancies: ________________________________
Contact Person for Cancellation: __________________________________________