NBC4 EEO PROGRAM
COMMUNITY ORGANIZATION NOTIFICATION REQUEST FORM

NBC4- Southern California 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: Sandra Rodriguez, HR Manager, 100 Universal City Plaza, #2120 Universal City, CA 91608.
E-mail: Sandra.Rodriguez@nbcuni.com. Fax: 818-684-3528

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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: ______________________