

**ACKNOWLEDGEMENT FORM LETTER FOR PART-TIME AND CLERICAL POSITIONS:**

Dear xxxxxx,

Thank you for your application for the position of \_\_\_\_\_ at Saint Mary's University of Minnesota. The review process will begin \_\_\_\_\_, when the Search Committee will examine each candidate's credentials and select the most qualified for the position. The Search Committee will contact you if we need more information or wish to invite you to Saint Mary's University of Minnesota for a personal interview.

Please fill out the stamped and self-addressed Applicant Pool Index postcard that is enclosed and mail it.

If you have a disability, please know that Saint Mary's University will make every effort to accommodate you.

We will notify you if you are not selected for the position.

Sincerely yours,

xxxxx xxxxxx  
Chair, Search Committee

enclosure