

## Definition of Applicant

Sitka Fine Arts Camp is subject to various state and federal recordkeeping requirements for both employees and applicants for employment. The purpose of this policy is to clarify how the Company defines “applicant for employment.”

### Who is an Applicant?

Consistent with EEOC guidelines, in order for an individual to be considered an “Applicant,” the following must have occurred:

1. The Company has taken some action to fill a particular position;
2. The individual has followed the employer's standard procedures for submitting applications; **and**
3. The individual has indicated interest in a particular position.

All three criteria must be satisfied.

### Job Postings

Typical actions the Company may take to fill a particular position include, but are not limited to, the posting of position vacancy or recruiting notices on internal and/or external job postings boards, including internet job postings. The Company may also advertise employment opportunities verbally or via direct communication to potential job candidates.

### Employment Applications

The Company’s standard procedure for submitting an application requires the individual to complete and submit a Sitka Fine Arts Camp Application for Employment, either online or in paper format. Depending on the position, other materials may be required. Applications and other materials for Employment must be submitted to Rhiannon Guevin, Operations Director, rhiannon@fineartscamp.org. In order to be considered an Applicant, the individual must fully complete and submit the Application for Employment and any other required materials; incomplete employment applications will not be considered or retained.

### Position Applied for Must be Indicated

The individual’s Application for Employment must include information indicating which particular position an individual is applying for. Employment applications that indicate an individual is applying for “any position,” or “all positions,” or for an entire category of positions, will be considered an incomplete application and will not be considered or retained. An Application for Employment may specify more than one position being applied for, however each position being applied for must be specified.