

## HIRING POLICY

- We accept job applications only when there are vacant positions we intend to fill. When openings become available, we reserve the right to review applications already on file, applications remain on file for 30 days. It is the applicant's responsibility to keep our hiring personnel informed of his/her availability.
- We base our hiring decisions on a variety of factors, including skills and ability to perform the job, employment references as to technical ability as well as character, willingness to accept the offered salary, and personal interviews.
- We do not discriminate on the basis of national origin, race, sex, color, age, religion, union affiliation, disability or any other protected status.
- We do not accept group applications or photocopied forms.
- Any applicant who falsifies information on the application is disqualified from being hired. If the employee has been hired before the falsification is discovered, he or she is subject to termination. If any omissions are discovered before an applicant is hired, he/she may be disqualified and if hired, this may be the cause for dismissal.
- Preferential consideration may be given to prior employees, friends and family of current employees and individuals with prior military service.

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Andrea Russo  
President

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Applicant's Signature