

VAL-FAB, INC. APPLICANT POLICY

There are many administrative and contractual responsibilities placed on Val-Fab, Inc. as a government contractor. To remain in compliance with our Affirmative Action Plan, every resume and application received at Val-Fab, Inc. must be documented and all applicants offered an opportunity to identify their race and sex. For these reasons, the following Applicant Policy has been adopted by Val-Fab, Inc.

- All applicants **must** specify the job(s) for which they are applying. Applicants may not indicate “any job” on the application form. A listing of open positions will be supplied to all applicants.
- Incomplete applications will not be considered and will be kept in an inactive file. Although an applicant may submit a resume along with their applications, the application form **must** be completed in its entirety for consideration.
- Applications for an open and/or listed position will be accepted for 14 days. All applications received after the closing date will be retained in an inactive file.
- Applications will be actively considered for 60 days. After that period of time, an applicant will be required to re-apply if a position becomes available.