



## **APPLICANT POLICY**

**Effective January 1, 2006**

There are many administrative and contractual responsibilities placed on Adaptive Micro Systems LLC as a government contractor. To remain in compliance with our Affirmative Action Plan, every resume and application received at Adaptive 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 Adaptive.

- ◆ All applicants must specify the job(s) for which they are applying. A listing of open positions will be available to all applicants. Applicants who indicate “any job” on the application form will not be considered.
- ◆ Incomplete applications will not be considered and will be kept in an inactive file. Although an applicant may submit a resume along with their application, the application form must be completed in its entirety for consideration. Stating “See *Resume*” is not acceptable.
- ◆ 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.
- ◆ Applications and resumes that are received for a position that is not currently open will be retained in an inactive file for **60 days**, and are not considered for applicant tracking purposes.