

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES RECEIPT OF RESUMES and APPLICATIONS	01/07

**PURPOSE:** To direct resumes and applications to the appropriate individuals

**RECEIVED BY:** Human Resources Administrator, District Manager, Area Manager, Site Manager, or President

- PROCEDURE:**
1. Anyone receiving applications and resumes should determine the position they apply to and handle as follows:
    - A. MAINTENANCE PERSON – All resumes and applications should be forwarded to Human Resources Administrator.
    - B. SITE MANAGER – All resumes and applications should be forwarded to Human Resources Administrator.
    - C. ALL OTHERS – Resumes and applications for any other position should be forwarded to Human Resources Administrator.
  2. Prior to mailing the resumes and/or applications contact the Human Resource Administrator and determine if there is a need to fax the information.