CQC Applicant Policy

To remain in compliance with our Affirmative Action Plan, every resume and application received for job openings at Clasen Quality Chocolate (CQC) must be documented and all applicants surveyed for their ethnicity/race, gender, veteran and disability status. For this reason, the following Applicant Policy has been adopted by CQC.

- Applications and resumes will be accepted ONLY when there is an open and/or listed position.
- To apply, applicants must apply through one of the following options:
    - **Resumes** will be accepted if they include your contact information, qualifications for the job in which your applying, and a complete work history <u>and</u> if submitted through the following means:
        - Uploaded to CQC website:
            - www.cqc.com/careers
        - Mailed along with an application to:
            - Clasen Quality Chocolate
              Human Resources
              5126 W. Terrace Drive
              Madison, WI 53718
    - **Applications** will be accepted if submitted through the following means:
        - Uploaded to CQC website:
            - www.cqc.com/careers
        - Mailed to:
            - Clasen Quality Chocolate
              Human Resources
              5126 W. Terrace Drive
              Madison, WI 53718
- All applicants must specify the job for which they are applying. Applicants may not indicate "any job" on their application or resume.
- Incomplete applications or resumes will not be considered and will be kept in an inactive file.
- Unsolicited applications and resumes will not be retained or considered and will be discarded.
- In compliance with the American with Disabilities Act Amendment Act (ADAAA), individuals that have a disability who would like to request an accommodation in order to apply for a position with CQC may call 608-467-1130 and ask for Human Resources or enter your request on www.cqc.com/contact-us.
- Due to the volume of applications and resumes that we receive, we cannot contact candidates to provide status updates. Likewise, we do not discuss hiring decisions with our candidates.