



**Advance America Corporate
Working with Us
Temporary and Third-Party Staffing Agency Policy**

It is the responsibility of all Temporary and Third-Party Staffing Agencies to read this policy prior to contacting Advance America with candidate resumes or requests for search retention. Advance America Corporation and our subsidiaries do not routinely engage Temporary and Third-Party Staffing Agencies. We have our own recruiting staff and utilize them almost exclusively to conduct our recruiting and searches.

Unsolicited Resumes

Unless a Temporary or Third-Party Search Agencies is under contract with Advance America, we will not pay a fee for resumes sent directly to any of our Hiring Managers. The Human Resources Department is the first point of contact and the only department authorized to enter into agreements with Temporary and Third-Party Agencies. Verbal or written commitments from any member of Advance America's staff or our subsidiary staff members will not be considered binding. Any resumes sent to our staff by Third-Party Agencies not under contract with Advance America will become the legal property of Advance America.

Having a signed vendor agreement from Advance America is the only way a fee will be paid for a search, client referral, or resume submittal. The agreement must be signed and dated prior to the date of resume submission.

Request for staffing and search support is initiated in writing by the Human Resource Department to approved agencies ONLY.

To Become an Authorized Temporary or Third-Party Staffing Agency

In order to become an authorized Temporary or Third-Party Staffing Agency with Advance America, please email corp recruiter@advanceamerica.net for our requirements.

No phone calls please.