



The AMES Companies, Inc.  
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Camp Hill, PA 17011  
us.ames.com  
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## Notification to Third Party Staffing Agencies

Thank you for your interest in providing hiring services to The AMES Companies, Inc. The following information applies for all AMES locations. Presently, we work with a group of approved vendors who support our search and recruitment requests.

Please note that AMES does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Preferred Vendor Agreement and a position requisition form, AMES will not consider or approve payment regarding recruiter fees or referral compensations. In the event a recruiter or agency submits a resume or candidate without a previously signed agreement, AMES explicitly reserves the right to pursue and hire those candidate(s) without any financial responsibility to the recruiter or agency.

### How do I become an approved vendor?

Our vendor list is reviewed annually or as business necessities demand. To be considered as an approved vendor in the United States, please submit the following information to [jobs@ames.com](mailto:jobs@ames.com)

- An overview of your organization's scope of services
- Your location(s) and contact information
- Ownership information
- Company history such as the date your company was established
- Area of specialty
- Proposed pricing
- Details of existing clients / references that you are permitted to disclose
- Additional items or information you would like us to review (i.e. Diversity supplier or minority indicator)

Thanks again for your interest in requesting a business relationship with The AMES Companies, Inc. We look forward to learning about your organization and will notify you if your organization meets the criteria of an approved vendor.