



UNITED STATES  
ASSOCIATION OF  
IMPORTERS OF  
TEXTILES AND  
APPAREL

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### USA-ITA Career Center Guidelines

The USA-ITA Career Center is a members-only benefit for Members and Associate Members to promote available jobs through USA-ITA. USA-ITA will post the job descriptions in the Career Center on our website as well as circulate the jobs to our wider email lists. If your company has a job opening and would like to post it in the USA-ITA Career Center, please send it to [careers@usaita.com](mailto:careers@usaita.com) per the instructions below.

#### USA-ITA will:

- 1) Post the job description(s) online within 2 business days of receipt.
- 2) Distribute new job description(s) within one week to USA-ITA email distribution lists. The communication will contain the name of the company, a brief summary of the position, and a link to the full post on our website.
- 3) Remove the post from the website after eight weeks. Please let us know if the position is filled, and we will remove it immediately.

#### To Post a Job Description:

Please send job descriptions to [careers@usaita.com](mailto:careers@usaita.com) and we will post them on the "Career Center" page under "Resources."

#### Do You Want Applicants to Contact Your Company Directly?

Send USA-ITA a brief summary of your company and include the corporate contact information with the job description.

#### Does Your Company Wish to Remain Anonymous?

Applicants will be able to submit resumes directly to USA-ITA by **email only** to [careers@usaita.com](mailto:careers@usaita.com) and resumes will be forwarded to your designated contact on a weekly basis. Phone calls and/or mail from applicants will not be accepted.

#### Agreement:

- USA-ITA assumes no responsibility or liability for any personnel selected by the Company and the Company represents that any selection, retention or hire of any individual or entity is based solely on the Company's investigation, verification and determination that such hire is suitable for the Company's purposes.
- Advertisements submitted by the Company must be in compliance with all applicable equal employment opportunity laws including the ant-discrimination provision of the Immigration and Naturalization Act. You can review more information at [http://www.justice.gov/crt/about/osc/htm/best\\_practices.php](http://www.justice.gov/crt/about/osc/htm/best_practices.php). For complete EEO guidelines please refer to the following resource: [www.justice.gov/crt/osc](http://www.justice.gov/crt/osc).
- USA-ITA shall, under no circumstances, be liable for any direct, indirect, incidental, special, punitive or consequential damages that may result from the use of this site, including, without limitation, use or reliance upon any information contained on this site,

interruptions, errors, defects, omissions non-delivery of information, disclosure of communications or any other failure of performance of any kind. You agree to release USA-ITA, its members, directors, and employees from all claims, causes of action, lawsuits, liability, damages or other responsibility, known and unknown, anticipated or unanticipated, from the beginning of time until the present, arising out of your use of any USA-ITA website or the content contained therein. You agree to indemnify USA-ITA, its members, directors, and employees and hold them harmless from any cost, claim, liability or expenses (including reasonable attorneys' fees and related costs) arising out of or relating in any manner to your (i) violation of this agreement or (ii) use of the USA-ITA web site.

Please sign here to acknowledge your receipt and understanding of the above terms and conditions:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_