

APEX MECHANICAL SYSTEMS, INC.

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453 E. WENGER ROAD
ENGLEWOOD, OH 45322
An Equal Opportunity Employer
NWBOC
WBE CERTIFIED

April 25, 2025

Miami Valley CTC
6800 Hoke Road
Clayton, OH 45315

Re: Immediate Job Opening
Requesting Referral of Qualified Minority/Female Applicants

Apex Mechanical Systems, Inc. has one (1) immediate opening for a Sheetmetal apprentice. Requirements include:

- Must be physically fit
- Must have clean driving record
- Must be able to pass background/drug test
- Must be willing to continue their education
- Must have reliable transportation
- \$12 - \$20 per hour depending on experience

Please either fax or email all referrals to us no later than Friday, May 9, 2025, as this position needs to be filled promptly.

Apex Mechanical Systems, Inc. is an equal opportunity/affirmative action employer. It is our policy not to discriminate against qualified applicants and employees on the basis of personal characteristics such as race, color, religion, sex, sexual orientation, national origin, handicap, or status as a Vietnam-era or special disabled veteran with respect to recruitment, hiring, benefits, promotion, or any other conditions of employment.

Further, it is a policy of Apex Mechanical Systems, Inc. to take affirmative action, where appropriate, to recruit, hire, and promote qualified minorities, women, those with disabilities, and Vietnam-era veterans and special disabled veterans.

We ask you to take note of our policy and refer qualified individuals to us for employment.

Sincerely,

Maria Magee

Maria Magee
President
Apex Mechanical Systems, Inc.