



Dear Applicant:

Thank you for your interest in the position of Staff Assistant - CABS. Enclosed are a detailed Position Profile for your review and an Employment Application. The salary range for this position is \$10.43 – \$21.29 per hour, commensurate with experience.

Ponderosa offers a comprehensive benefit package, including several group health plans to choose from, life insurance, paid vacation, holiday and sick leave, a 401 (k) plan and more.

Skills and aptitude testing may be administered during the interview process. As a condition of employment, Ponderosa requires the satisfactory results of a post-offer background investigation and of a drug screen. This information must be received in our office prior to the first day of employment. A physical capabilities test will also be required as part of the post-offer, pre-employment criteria.

Employment at Ponderosa Telephone is terminable “at-will.” This means that the employee or the Company may terminate the employment relationship at any time; for any reason, with or without cause and with or without notice. At-will employment also means that employment is not for a definite period, or for as long as performance is satisfactory. No supervisor or manager of Ponderosa Telephone is authorized to promise employment, other than at-will, before or after employment begins.

If you are interested in being considered for this employment opportunity, please complete, **in its entirety**, the employment application and return it to our office no later than Friday, August 6, 2010.

You may return the application by e-mail to apply@ponderosatel.com or send to:

Ponderosa Telephone
P.O. Box 21
O’Neals, CA 93645

Attention: Human Resources

Thank you.