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Please note that this form includes accompanying instructions for the Small Employer Gold Award that explain how to fill out this form. These instructions include important information, such as definitions and rules, for determining whether an employer has met the medallion criteria. You must read the instructions for the Small Employer Gold Award prior to completing and submitting the application.

You can view some information from the instructions while completing the application by hovering your cursor over the information icon (indicated by a lowercase letter "i" in a circle) that appears next to certain items.

OMB Burden Statement: Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits under the Honoring Investments in Recruiting and Employing American Military Veterans Act. The 5.25 hour public reporting burden for this collection of information, which is to apply for an award showcasing excellence in hiring and retaining veterans, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U.S. Department of Labor, Veterans' Employment and Training Service, Room S-1212, 200 Constitution Avenue, NW, Washington, DC 20210.

If you need assistance please see our [FAQ page](#).

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Employer Identity

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Item 1: Employer Name (*Required)

Enter the exact employer name assigned the Employer Identification Number (EIN) listed in item 2.

Item 2: Enter the employer EIN ⓘ

Do not enter your SSN on this line.

Item 3: Data Universal Number System (DUNS) Number

Enter the DUNS number if one exists.

Item 4: Employer Doing Business As (DBA) Name

If the employer utilizes a DBA, enter it here.

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Item 1: Employer Name (*Required)

Enter the exact employer name assigned the Employer Identification Number (EIN) listed in item 2.

Item 2: Enter the employer EIN

Do not enter your SSN on this line.

The employer must enter its EIN unless the employer uses an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705 to furnish the IRS Form W-2 to its employees. If you are an employer that falls under one of these exceptions, you may leave this field blank. Otherwise, an EIN is required.

Item 3: Data Universal Number S

Enter the DUNS number if one exists.

Item 4: Employer Doing Business As (DBA) Name

If the employer utilizes a DBA, enter it here.



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Item 1: Employer Name (*Required)

Employer Name is required

Enter the exact employer name assigned the Employer Identification Number (EIN) listed in item 2.

Item 2: Enter the employer EIN ⓘ

EIN must be a 9 digit number.

Do not enter your SSN on this line.

Item 3: Data Universal Number System (DUNS) Number

DUNS must be a 9 digit number.

Enter the DUNS number if one exists.

Item 4: Employer Doing Business As (DBA) Name

If the employer utilizes a DBA, enter it here.

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Item 5: Employer Street Address (*Required)

Enter the official address (number, street, room or suite number, of the employer's principal office or place of business) for the employer listed in Item 1.

Item 6: Employer City or Town (*Required)

Enter the city or town.

Item 7: Employer State or Province (*Required) ⓘ

Enter the state or province.

Item 8: Employer Zip Code or Postal Code (*Required)

Enter the zip code or postal code.

Item 9: Country (*Required)

Select the country.

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Item 6: Employer City or Town (*Required)

Enter the city or town.

Item 7: Employer State or Province (*Required) 

SELECT STATE

Enter the state or province.

Item 8: Employer Zip Code or Postal Code (*Required)

For Employers in the United States, select your State from the list provided. For all other countries and territories, first select your country from the list in Item 9 and then enter the name of your Province (or equivalent).

Item 9: Country (*Required)

SELECT COUNTRY ▼

Select the country.

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Zip Code or Postal Code is required

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Item 9: Country (*Required)

Country is required

Select the country.

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Item 10: Employer Size: Did you have 50 or less employees as of December 31 of the year prior to the year in which you are submitting the application? Example, if applying for the 2019 award, you must have had 50 or less employees on December 31, 2018. If the answer to this question is "no" you are submitting the wrong form.

For the purposes of this item, "employees" includes both veteran and non-veteran employees, as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definition of employee, temporary worker, and veteran please see the instructions. (*Required) ⓘ

Yes

Item 11: Medallion Level: Are you applying for the Gold level? (*Required)

Yes

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Instructions Employer Identity Employer Address **Employer Size**

Item 10: Employer Size: Did you have 50 or less employees as of December 31 of the year prior to the year in which you are submitting the application? Example, if applying for the 2019 award, you must have had 50 or less employees on December 31, 2018. If the answer to this question is "no" you are submitting the wrong form.

For the purposes of this item, "employees" includes both veteran and non-veteran employees, as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definition of employee, temporary worker, and veteran please see the instructions. **(*Required)**

Yes *Employee means any individual for whom the employer furnishes an IRS Form W-2, excluding temporary workers.*

Item 11: Yes *Employer means any person, institution, organization, or other entity that pays salary or wages for work performed or that has control over employee opportunities, except for the Federal Government or any State or foreign government. For the purposes of this regulation, VETS will recognize employers based on the Employer Identification Number, as described in 26 CFR 301.7701-12, used to furnish an IRS Form W-2 to an employee. However, in the case of an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the employer shall be the common law employer, client, or customer, respectively, instead of the entity that furnishes the IRS Form W-2. Consequently, in the case where an employer uses an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the common law employer is the proper applicant for the award regardless of what EIN is on employees' IRS Forms W-2.*

Temporary Worker means any worker hired with the intention that the worker be retained for less than one year and who is actually retained for less than one year.

Veteran has the meaning given such term under 38 U.S.C. 101. VETS recognizes that most employers determine which employees are veterans according to the employee's self-identification. VETS does not expect employer-applicants to change these practices in order to guarantee that every employee who self-identifies as a veteran meets the definition of veteran at 38 U.S.C. 101.

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For the purposes of this item, "employees" includes both veteran and non-veteran employees, as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definition of employee, temporary worker, and veteran please see the instructions. **(*Required)** ⓘ

Yes

! Size acknowledgement is required

Item 11: Medallion Level: Are you applying for the Gold level? **(*Required)**

Yes

! Award Level acknowledgement is required

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Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY was... 0% Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Small Employer Gold Award.

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... 0% Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Small Employer Gold Award.

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... 0% Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Small Employer Gold Award.

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Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. **(*Required)**

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding CY.

Example, if applying for the 2019 award, enter the number of veterans hired in 2018.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY is calculated as the number of veterans hired in the preceding CY (Item 12) divided by Item 13. Item 14 must not be less than 7% for the Small Employer Gold Award.

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY.

Example, if applying for the 2019 award, enter the number of veterans hired in 2017.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months.

Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017.

Employee means any individual for whom the employer furnishes an IRS Form W-2, excluding temporary workers.

Employer means any person, institution, organization, or other entity that pays salary or wages for work performed or that has control over employee opportunities, except for the Federal Government or any State or foreign government. For the purposes of this regulation, VETS will recognize employers based on the Employer Identification Number, as described in 26 CFR 301.7701-12, used to furnish an IRS Form W-2 to an employee. However, in the case of an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the employer shall be the common law employer, client, or customer, respectively, instead of the entity that furnishes the IRS Form W-2. Consequently, in the case where an employer uses an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the common law employer is the proper applicant for the award regardless of what EIN is on employees' IRS Forms W-2.

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Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

19

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

1

Item 14: The veteran hiring percentage in the preceding CY was... Veteran hiring percentage in the preceding CY cannot exceed 100%. Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Small Employer Gold Award.

1900.00%

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Small Employer Gold Award.

0%

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Small Employer Gold Award.

0%

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Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

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HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

19

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY. Total number of employees hired in the preceding CY is required

Item 14: The veteran hiring percentage in the preceding CY was... Veteran hiring percentage in the preceding CY does not meet the minimum threshold for this award. Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Small Employer Gold Award.

0%

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

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0%

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Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Small Employer Gold Award.

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Small Employer, Gold Medallion

Criteria Community

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY).

Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Input field for Item 12

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Input field for Item 13

Item 14: The veteran hiring percentage in the preceding CY was...

Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Small Employer Gold Award.

Percentage input field showing 0%

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY.

Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Input field for Item 15 showing 19

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months.

Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Input field for Item 16 showing 14

Item 17: The percentage of veterans retained for 12 months was...

Percentage of veterans retained for 12 months does not meet the minimum threshold for this award

Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Small Employer Gold Award.

Percentage input field showing 73.68%

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY.

Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Input field for Item 18 showing 1

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY.

Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Input field for Item 19 showing 20

Item 20: The proportion of veteran employees is...

Proportion of veteran employees does not meet the minimum threshold for this award

Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Small Employer Gold Award.

Percentage input field showing 5.00%

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Criteria Community

- ! Sorry, there was a problem. You will find more details highlighted below.
- ! An applicant must satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements.

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. **(*Required)** ⓘ

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY).
Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.



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Criteria

Community

Item 21 OPTIONAL: Briefly describe any employer efforts to support the veteran and military community that fall outside of the criteria but may serve as models of support for veterans and their families. This may include efforts such as veteran/military spouse recruitment and employment. This will not factor into whether an employer receives an award.

(1,000 character limit)

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Labor Law Violations

Item 22: As further explained in Item 22 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. (*Required) ⓘ

I Agree

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Labor Law Violations

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I Agree

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Employers cannot receive a HIRE Vets Medallion Award if they have any of the labor law violations identified in 20 CFR § 1011.120. The applicable language at 20 CFR § 1011.120 reads as follows:

(a) Any employer with an adverse labor law decision, stipulated agreement, contract debarment, or contract termination, as defined in paragraphs (b) through (e) of this section, pursuant to either of the following labor laws, as amended, will not be eligible to receive an award:

1. Uniformed Services Employment and Reemployment Rights Act (USERRA);
2. Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA);

(b) For purposes of this application, an adverse labor law decision means any of the following, issued in the calendar year prior to year in which applications are solicited or the calendar year in which applications are solicited up until the issuance of the award, in which a violation of any of the laws in paragraph (a) of this section is found:

1. a civil or criminal judgment;
2. a final administrative merits determination of an administrative adjudicative board or commission; or
3. a decision of an administrative law judge or other administrative judge that is not appealed and that becomes the final agency action.

(c) For purposes of this application, a stipulated agreement means any agreement (including a settlement agreement, conciliation agreement, consent decree, or other similar document) to which the employer is a party, entered into in the calendar year prior to year in which applications are solicited or the calendar year in which applications are solicited up until the issuance of the award, that contains an admission that the employer violated either of the laws cited in paragraph (a) of this section.

(d) For purposes of this application, a contract debarment means any order or voluntary agreement, pursuant to the laws listed in paragraph (a) of this section, that debars the employer from receiving any future Federal contract. Employers shall be ineligible for an award for the duration of time that the contract debarment is in effect.

(e) For purposes of this application, a contract termination means any order or voluntary agreement, pursuant to the laws listed in paragraph (a) of this section, that terminates an existing Federal contract prior to its completion. Employers shall be ineligible for the award if this termination occurred in the calendar year prior to year in which applications are solicited or the calendar year in which applications are solicited up until the issuance of the award.

To receive a HIRE Vets Medallion Award, the employer must not have any violations identified in the above regulatory text during the time periods identified in the regulation.

Additionally, per 20 CFR § 1011.120(f), if VETS has credible information that a significant violation of one of the laws cited in paragraph (a) of § 1011.120 may have occurred that could lead to an employer being disqualified pursuant to any of paragraphs (b) through (e) of § 1011.120, VETS may delay issuing an award.





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Labor Law Violations

Item 22: As further explained in Item 22 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. (*Required) ⓘ

I Agree

ⓘ Labor Law Violation Agreement is required

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Review and Attestation

Review

Please review the information below to ensure it is accurate.

A. Employer Information

- Item 1: Employer Name
- Item 2: Employer EIN
- Item 3: Data Universal Number System (DUNS) Number
- Item 4: Employer Doing Business As (DBA) Name
- Item 5: Employer Street Address
- Item 6: Employer City or Town
- Item 7: Employer State or Province
- Item 8: Employer Zip Code or Postal Code
- Item 9: Country
- Item 10: Employer Size
- Item 11: Medallion Level

B. Veteran Employee Criteria

- Item 12: Number of veterans hired in the preceding calendar year (CY)
- Item 13: Number of employees (including veterans) hired in the preceding CY
- Item 14: Veteran hiring percentage in the preceding year
- Item 15: Number of veterans hired in the CY preceding the preceding year
- Item 16: Number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months
- Item 17: Percentage of veterans retained for 12 months
- Item 18: Number of veterans employed on December 31st of the preceding CY
- Item 19: Number of employees (including veterans) with the company on December 31st
- Item 20: Proportion of veteran employees
- Item 21: Briefly describe any employer efforts to support the veteran and military community that fall outside of the criteria but may serve as models of support for veterans and their families. This may include efforts such as veteran/military spouse recruitment and employment.

C. Labor Law Violations

- Item 22: As further explained in Item 22 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true.

Attestation Information

For Items 23-24, provide information for the person attesting to Item 27

Item 23: Name (*Required)

Item 24: Title (*Required)

Item 25: Contact Email Address (*Required)

Item 26: Contact Phone Number (*Required)

Item 27: Attestation (*Required)

I declare under penalty of perjury under the laws of the United States of America that:

- I am the Chief Executive Officer or the Chief Human Relations Officer of this employer submitting this application (hereinafter the Employer), or an equivalent official (someone with equivalent responsibilities and duties, such as the owner of a small firm) of the Employer;
- The Employer has met all necessary award criteria;
- I have read and reviewed this application and the information contained therein is true and accurate; and
- I understand that to knowingly furnish false information in the preparation of this form and any supplement thereto or to aid, abet, or counsel another to do so is a violation of federal law under 18 U.S.C. 1001.

Clicking on the "I Agree" button below, constitutes your making the above attestation under penalty of perjury.

 I Agree

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Small Employer, Gold Medallion

Review and Attestation

Review

Please review the information below to ensure it is accurate.

A. Employer Information

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2. The Employer has met all necessary award criteria;
3. I have read and reviewed this application and the information contained therein is true and accurate; and
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Clicking on the "I Agree" button below, constitutes your making the above attestation under penalty of perjury.

 I Agree

! Attestation Acknowledgement is required

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Large Employer, Platinum Medallion

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