

Services for All Generations Enterprises Application for Employment

SAGE is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital or veteran status. No application will be rejected as a result of disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

GENERAL INFORMATION:

Name: _____ Date: _____

Address: _____

Telephone #: _____ Date Available: _____

Position Applied For: _____

Shift Available:	Day	Yes ()	No ()	Temporary	Yes ()	No ()
	Evening	Yes ()	No ()	On Call	Yes ()	No ()
	Night	Yes ()	No ()	Part-time	Yes ()	No ()
	Weekend	Yes ()	No ()	Full-time	Yes ()	No ()

Are you 18 years of age or older? _____ Yes _____ No

Do you have the legal right to work in the United States?
(Successful applicants will be required to prove identity and eligibility for employment.) _____ Yes _____ No

Have you ever been employed by this company? _____ Yes _____ No
If yes, indicate dates of employment and position:

Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations? _____ Yes _____ No

If yes, please explain: _____

(Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)

Are you able to perform the duties of the job as outlined in the employment ad, posting, or job description with or without reasonable accommodation? _____ Yes _____ No

EMPLOYMENT RECORD: Include Military Service as a part of your employment record.

Employer: _____ Dates Employed: _____

Address: _____ Telephone #: _____

Your Title: _____ Supervisor's Name: _____

Describe your duties: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer? Yes _____ No _____

Employer: _____ Dates Employed: _____

Address: _____ Telephone #: _____

Your Title: _____ Supervisor's Name: _____

Describe your duties: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer? Yes _____ No _____

Employer: _____ Dates Employed: _____

Address: _____ Telephone #: _____

Your Title: _____ Supervisor's Name: _____

Describe your duties: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

May we contact this employer? Yes _____ No _____

QUALIFICATIONS: List any relevant education, training, license, specialized experience or skills that qualify you for this position. Formal education should include name and location of school and dates attended.

PHYSICAL ACTIVITIES: The following physical activities are performed, to some degree, for Caregiver, Housekeeper, and Maintenance positions. If you are applying for one of these positions, please mark whether you can perform the activity continuously, frequently, occasionally, or not at all.

ACTIVITY	6 – 10 HOURS CONTINUOUSLY	4 – 6 HOURS FREQUENTLY	2 – 4 HOURS OCCASIONALLY	NOT AT ALL
Stand				
Walk on flat surface				
Climb stairs/ladders				
Straight push/pull motions				
Bend, stoop, crouch				
Light lift (less than 15 lbs)				
Moderate lift (15-45 lbs)				
Heavy lift (over 45 lbs)				
Reach below shoulder height				
Reach above shoulder height				
Grasp, handle & use fingers				
Bend knees and ankles				

PLEASE READ CAREFULLY BEFORE SIGNING:

I certify that I have completed this application truthfully and have not withheld any relative information. I understand that any falsification, misrepresentation or omission, as well as any misleading statements on this application or attached documentation will result in denial of employment or immediate termination. I authorize my current and previous employers (except as noted) to give any and all information regarding my employment. I release SAGE and my previous supervisors and employers from any and all liability and from any damage that may result from the release of such information.

If hired, I recognize the rules and policies of SAGE. I understand that my employment can be terminated at any time, with or without cause and with or without notice, at the option of SAGE or myself. I understand that the President of SAGE is the only person who has the authority to create any other terms of employment and/or to enter into any employment contract, and that all such contracts must be in writing and signed by both parties. I also understand that, unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

As part of the recruitment process, I understand that I am subject to a pre-employment drug test and reference check. I acknowledge that the results of both will determine my eligibility for employment. I authorize the release of the results of the drug test to SAGE and release the testing facility and SAGE from any liability and damage that may result from the release of such information. I also acknowledge that, if hired, a criminal background check will be conducted and the result of that check is contingent upon continued employment with SAGE.

Signature _____

Date _____