

SAGE Counseling, Inc.

EMPLOYMENT APPLICATION

SAGE Counseling, Inc. is an Equal Opportunity Employer. Race, color, religion, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Please Print

Date

Applicant Information

Name: _____

Address: _____

City/State/Zip: _____

Telephone: (____) _____ Message #: (____) _____

Fax: (____) _____ E-mail: _____

Do you have a valid driver's license* _____ State/License #: _____

Have you ever applied to, or worked for SAGE Counseling, Inc. before? _____ If yes, when? _____

Do you have any friends or relatives working for SAGE Counseling, Inc.? _____

If so, state name and relationship: _____

How did you hear about us/this opening? _____

State briefly why you would like to work for SAGE Counseling, Inc.:

Have you ever been convicted of a felony (excluding any sealed or expunged convictions)? _____

(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances, and relevance to the position(s) applied for may, however, be considered.)

If yes, explain: _____

General Information about Employment Desired

Position you are applying for? _____

If part-time, hours per week desired: _____ **Available for work on weekends?** _____
Are you available to work holidays? _____
Days of the week you are available to work? _____
Are you available to work evenings? _____ **Are you available to work overtime?** _____
If hired, on what date could you start work? _____
Hourly rate of pay or monthly salary desired? _____

***If required for the position you are seeking**

Education and Training (Include on-the-job training)				
	<u>School and Location</u>	<u>Course of Study</u>	<u>Dates Attended</u>	<u>Graduate Y or N</u>
High School	_____	_____	_____	_____
Community College	_____	_____	_____	_____
Trade School	_____	_____	_____	_____
College or University	_____	_____	_____	_____
Seminars/Other	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Special Skills				
Do you speak, write, or understand any foreign language? _____				
If yes, which language(s)? _____				
Do you have any experience, training, qualifications or skills which you feel make you especially suited for work in the position for which you are applying? If so, explain in detail: _____				

Professional Society Memberships: _____				

Professional Licenses (list states): _____
Any adverse actions or complaints? _____

Computer Skills	Dates Used	Level of Proficiency
Hardware:		
Software:		
Use the space below to summarize other relevant experience, skills, and background:		

Employment History

List all previous employers starting with your present or most recent positions (The last 10 years is sufficient).

CURRENT

Name of Company: _____
Name of Supervisor: _____
Address: _____
Telephone Number: _____
Position and Duties: _____
Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

Name of Company: _____
Name of Supervisor: _____
Address: _____

Telephone Number: _____
Position and Duties: _____

Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

Name of Company: _____
Name of Supervisor: _____
Address: _____

Telephone Number: _____
Position and Duties: _____

Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

Name of Company: _____
Name of Supervisor: _____
Address: _____

Telephone Number: _____
Position and Duties: _____

Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

Name of Company: _____
Name of Supervisor: _____
Address: _____

Telephone Number:

Position and Duties:

Dates of Employment:

Starting Rate of Pay:

Ending Rate of Pay:

Reason for Leaving:

Professional References
(Must include at least three professional references preferably Supervisors)

Name	Address	Telephone, including Area Code	Relationship	Years Known
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Please read and initial each paragraph below (if there is any part of this page you do not understand, please ask the Human Resources Administrator about it before signing).

_____ I hereby authorize SAGE Counseling, Inc. to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and further, authorize my current and former employers to disclose to SAGE Counseling, Inc. any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release SAGE Counseling, Inc., my current and former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigations or disclosure.

_____ I understand that if offered employment, the offer will be contingent on my passing the required background checks. I understand that failure to pass the background checks may result in withdrawal of the employment offer.

_____ I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and the agency, SAGE Counseling, Inc. SAGE Counseling, Inc. is an at-will employer.

_____ I understand that if offered employment, I will as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

_____ If the position applied for requires driving in the course of work, I understand that I will be required to possess and provide a copy a current and valid Arizona driver's license. I also understand that I may be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by SAGE Counseling, Inc. insurance carrier, if required for my position.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omissions or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlines in this document.

Applicant's Signature

Date

VOLUNTARY

APPLICANT PROFILE FORM

It is the policy of SAGE Counseling, Inc. to assure equal employment opportunity to all qualified applicants for all positions regardless of race, color, religion, disability, gender, sexual orientation, age, or national origin.

In order to assess the many talents and skills available throughout the workforce and to comply with Federal record keeping requirements, we ask your **voluntary** cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. This profile will be filed separately from your application. Please review the Affirmative Action definitions below.

Applicant's Name: (Last, First, Middle Initial)

Date:

Position Applied for:

Sex: Male
 Female

Age: Under 21 21 – 39
 40 – 54 55 – 70

Veteran Status: (Check if applicable)
 Veteran
 Non-Veteran

Race: American Indian/Alaskan Native
 Asian/Pacific Islander
 Black/African American
 Caucasian/White
 Hispanic
 Other Race, specify _____
 Multi-Racial, specify _____

Do you qualify for Veteran preference under Arizona State Law?
 Yes No

Affirmative Action Definitions

American Indian or Alaskan Native: A person with origins in any of the original peoples of North American and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Korea, Pakistan, the Philippine Islands, and Samoa.

Black/African-American: A person with origins in any of the Black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian: A person with origins in any of the original peoples of Europe, North American, or the Middle East.