**Silver Collar Employer AWARD**

***Recognizing Maine’s Senior-Friendly Businesses***

**APPLICATION FORM**

**Name of Business:**

**Address:**

**Telephone Number:**

**Web Address:**

**Number of Employees:**

**Percentage of Employees over age 50:**

**Product/Service:**

**Contact Person:**

**Email:**

Instructions:

* Please answer all questions, being as thorough as possible
* Submit additional documentation as needed
* Narrative questions are limited to 380 characters

***Please Note: Businesses can be recipients once every 5 years***

 

**Please complete this form and send:**

**E-mail:** [swb.dol@maine.gov](mailto:swb.dol@maine.gov) (Please use **Silver Collar** in the subject line.)

**Mail:** State Workforce Board

54 State House Station

Augusta, ME 04333-0054

Attn: Silver Collar

**FAX** 207-287-5292, Attn: Silver Collar

**Applications must be received by August 17, 2018**.

Silver Collar Employers will be recognized during National Employment of Older Workers Week in September.

**THANK YOU!**

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities

## Recruiting

1. Please provide an example of a typical job listing for your organization:

|  |
| --- |
|  |

1. Please explain how you recruit older workers for your organization (e.g. How you list/ advertise, accept applications, work with community organizations etc.):

|  |
| --- |
|  |

## Hiring, Retention, Evaluation and Promotion

1. We provide older worker job candidates and new hires with the following information:

Social Security earning caps

Flexible benefits

Alternative work schedules

Workplace accommodations

Job sharing opportunities

|  |
| --- |
| Describe/ Explain: |

1. We attempt to identify possible barriers to:

Equal hiring

Promotional opportunities

Training for older workers

|  |
| --- |
| Describe/ Explain: |

1. Describe how your policies and practices encourage the hiring and retention of older workers (e.g. hiring, training, promotion etc.):

|  |
| --- |
|  |

1. We educate our managers, supervisors and interviewers on:

Managing in a multi-generational workforce

Age discrimination laws

Age-neutral performance appraisal

Age-neutral accessibility to training

Benefits of hiring and promoting older workers

Harassment laws and issues

The value that older workers offer

|  |
| --- |
| Describe/ Explain: |

1. We educate the following employees about assessing and redesigning jobs for workers with special needs:

Managers

Supervisors

Lead staff

|  |
| --- |
| Describe/ Explain: |

## Employee Training

1. We provide flexible training opportunities including:

A mentoring program

Job rotation

On-the-job coaching

Peer training

Internships

Individualized training

Tuition assistance

Self-guided tutorials

Cross-training

|  |
| --- |
| Describe/ Explain: |

1. We provide the following basic training for our employees, including older workers:

Technical (such as equipment operation)

Computer training

Orientation to the workplace, including policies, benefits and the employee handbook

|  |
| --- |
| Describe/ Explain: |

## Compensation and Benefits

1. Please describe how your compensation and benefits encourages the recruitment and retention of older workers. (e.g. flexible schedules, benefits, leave etc.) :

|  |
| --- |
| Describe/ Explain: |