**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 (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:

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|       |

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

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|       |

## 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

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| Describe/ Explain:       |

1. We attempt to identify possible barriers to:

[ ]  Equal hiring

[ ]  Promotional opportunities

[ ]  Training for older workers

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| --- |
| Describe/ Explain:       |

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

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|       |

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

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| Describe/ Explain:       |

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

[ ]  Managers

[ ]  Supervisors

[ ]  Lead staff

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| 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

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| 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

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| 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.) :

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| --- |
| Describe/ Explain:       |