



INTELLECTUAL GIFT, INC.
Early Intervention Agency
1854 Hylan Blvd, 2 Floor, Staten Island, NY 10305
intellectualgiftinc@gmail.com; Tel: 917-553-0424

EMPLOYEE ACKNOWLEDGEMENT FORM

Please read each statement closely and initial each acknowledging your understanding.

Equal Employment Opportunity Statement

_____ Intellectual Gift, Inc. ("Intellectual Gift") is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. Intellectual Gift is committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment.

_____ Intellectual Gift desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical disability, age or any other status protected by Federal, State or local laws.

Discrimination and Sexual Harassment Policy Statement

_____ Intellectual Gift will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Disclosure to Applicants Concerning Drug/Alcohol Testing

_____ If you are offered a position with Intellectual Gift, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by Intellectual Gift. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Complete and Accurate Information

_____ 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 have personally completed this application.

_____ I understand that any omission or misstatement of material fact on this application, or any other document 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.

At-Will Employment

_____ I understand and agree that if I am employed, my employment will be “at-will”, which means that Intellectual Gift may terminate the employment relationship at any time. Likewise, Intellectual Gift will respect my right to terminate my employment at any time. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on Intellectual Gift unless made in writing and signed by Intellectual Gift owners.

Investigation Authorization

_____ I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

Company Obligation

_____ I understand and agree that Intellectual Gift acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that Intellectual Gift has agreed to hire me. I understand that Intellectual Gift is under no obligation to hire me as the result of accepting this completed application.

FOR OFFICE USE ONLY

Date of Interview : _____

Comments :

Date of Orientation : _____

Date of Hire: _____

References Check # 1 _____ #2 _____