



S A G E

Commercial
Cleaning

Mobile Notary
Loan Signing Services

Organization

REGISTRATION PROCESS

Thank you for your interest in placement with Sage by Spiced Life Conversation, LLC. We offer a quality service to both clients and candidates alike.

We listen to your needs and aim to match your requirements to our client's requirements. We appreciate that finding clients and projects is a stressful process and we are here to help you through the procedure and hopefully to ensure a satisfactory conclusion.

We do, however, have a strict registration policy and we will only present our clients with the best selection of notary and loan signing agents, private professional offices, private home organizers, and luxury home cleaning professionals available, so it is important that you read the following carefully before sending us your information.

Requirements

Should you decide to register with us, we would require a minimum of one to three (1-3) years of experience in private service, or in special cases, a solid background in real estate, notary, hospitality, or a service-related field. We would be reluctant to accept an applicant with a “busy” resume. A person who changes jobs frequently implies to us a lack of commitment and loyalty to their employers. There are, however, some exceptions and Sage by Spiced Life Conversation is willing to assess whether certain applicants may be suitable for a role in private service. Please note below the additional requirements necessary to be considered for positions:

- Must be 21 Years or Older
- Non-Smoker
- Valid Driver’s License
- Social Security Number
- EIN #
- Worker’s Man Comp and Business Insurance
- Business Registered with the State of Georgia
- Clear Knowledge & Understanding of the English Language
- Proof of U.S. Citizenship or Valid Work Permit
- Notary and Loan Signing Agent Certification (Notary Positions in states of Georgia, Florida, and Alabama)
- Reliable Transportation
- Commit to a Minimum of One (1) Year
- Favorable Online & Social Media Presence

Submitting Your Resume

The first impression we will have of you is based on your resume, so it is important to make sure that you provide us with an accurate and very detailed work history, outlining your current and past duties and responsibilities. If you feel you meet our requirements, please submit your resume and complete our application for consideration. You will be contacted by one of our Placement Consultants to discuss your requirements and to arrange an interview.

Employment References

References are vital, therefore we will not consider anyone for registration without them. Not only because they reflect on your capabilities and suitability as a candidate, but also for security reasons. Please bring all written letters of recommendation and contact information of former employers to your interview.

Agency Interview

Interviews are by appointment only and usually take place within seven to fourteen days of submitting your application. Our interviews can take up to two hours and we expect our potential candidates to be prepared to meet our expectations by not being late and bringing the required documents.

Client Interviews

It is our responsibility to promote you to our clients as a professional. We would therefore expect you to represent our high standards. Once the time and place for the interview have been confirmed, you will be forwarded full details on the location. We do not expect our candidates to be late for the interview, but if you do have any problems in finding the address or cannot arrive at the appointed time, please contact our office immediately and let us know.

The interview is also about establishing your needs and requirements, so be prepared to ask questions and to get a better picture of what the position involves. In some cases, you will be expected to do a second interview. This may be to either finalize the agreement and/or cover any issues that might not have been raised during your first interview.

Accepting a Position

Once an offer has been made, Sage by Spiced Life Conversation, LLC will draft up a Contract Agreement outlining the basic terms and conditions of your contract for both parties to sign. You will be given a copy for your files and we will keep one on record, along with a non-compete form.

Your New Position

Our service to our candidates does not end once a placement has been made. If there are any problems that need to be discussed or if you require any information or advice, please feel free to contact us anytime.

Georgia State Registration

If you have the experience but don't have your business registered with the state of Georgia we can act as your registered agent (A registering agent must be located in Georgia) communicating on behalf of the business and helping you file a name reservation request, and form a new domestic entity: by registering your corporations as LLCs, and apply for an EIN (Employee Identification Number) for your company plus processing fees and taxes included for \$780.

Sage by Spiced Life Conversation, LLC

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