

# Application for Employment

Please print.

## GENERAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Are you 18 years or older?  Yes  No

Are you either: (1) a U.S. citizen or, if not, (2) do you currently have lawful employment authorization which permits you to work for the Company without the Company having to take any action, either upon employment, or at any date in the future, to ensure or assist you in maintaining lawful employment authorization to work for the Company? (If hired, verification will be required by law.)  Yes  No

## EMPLOYMENT DESIRED

Position applied for \_\_\_\_\_

Do you want to work  Full-time  Part-Time  Temporary

Date available to start work \_\_\_\_\_ Salary expectations \_\_\_\_\_

Do any of your friends or relatives (other than spouse) work here?  Yes  No

If yes, state name, relationship, and location \_\_\_\_\_

Have you ever worked for us before?  Yes  No

If so, please provide your name of record at that time, job title, and dates of employment \_\_\_\_\_

How were you referred to Chankaska Creek Ranch & Winery? \_\_\_\_\_

If you are applying for a position that requires driving:

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_ CDL  Yes  No

*It is our policy to make reasonable accommodations for persons with disabilities in the hiring process. If your disability inhibits you at anytime during the application process, we will explore ways to provide assistance.*

## EDUCATION

Please complete in full. This information may be verified.

	SCHOOL NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA/DEGREE/CERTIFICATE
<b>HIGH SCHOOL</b>				
<b>TWO YEAR POST-SECONDARY COLLEGE</b>				
<b>GRADUATE SCHOOL</b>				

## SPECIAL SKILLS AND ADDITIONAL TRAINING

Please describe any special job-related skills and qualifications acquired from employment, other education, or volunteer experiences, etc. Do not include any experiences that would indicate race, color, creed, religion, sex, sexual orientation, national origin, marital status, veteran status, disability, membership, or activity in a local commission, political affiliation, or age.

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## MISCELLANEOUS

Have you ever been discharged or asked to resign by any employer, whether or not listed on the next page?  Yes  No

If yes, please identify the employer(s); date(s) of termination and reason(s) for termination:

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- Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation?  Yes  No (If you have any questions as to the essential functions of a specific role; please ask the interviewer before you answer this question).
- We may work more than eight hours per day and on some holidays- is that a problem?  Yes  No
- Chankaska Creek Ranch & Winery will attempt to reasonably accommodate an applicant's religious needs, as required by law. What work hours are you available? \_\_\_\_\_
- Do you have transportation to work?  Yes  No
- Have you ever been denied a bond?  Yes  No      If yes, explain: \_\_\_\_\_

**EMPLOYMENT AGREEMENTS:** Are you subject to any employment agreement or post-employment agreement with any other employer (including, but not limited to, employment contracts, non-compete agreements, intellectual property rights agreements and/or confidentiality agreements)?  Yes  No

If yes, attach a complete and accurate copy of each agreement.

## EMPLOYMENT HISTORY- STARTING WITH MOST RECENT

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<b>Name of employer</b>				<b>Address</b>	
<b>Telephone number</b>				<b>Position</b>	
<b>Dates employed</b>	<b>From</b>		<b>To</b>		<b>Name and title of supervisor</b>

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Salary or hourly wage		Reason for leaving	
Brief description of duties and responsibilities:			
<b>Name of employer</b>			
<b>Telephone number</b>		<b>Address</b>	
<b>Dates employed</b>		<b>Position</b>	
<b>From</b>		<b>To</b>	
<b>Salary or hourly wage</b>		<b>Name and title of supervisor</b>	
		<b>Reason for leaving</b>	
Brief description of duties and responsibilities:			
<b>Name of employer</b>			
<b>Telephone number</b>		<b>Address</b>	
<b>Dates employed</b>		<b>Position</b>	
<b>From</b>		<b>To</b>	
<b>Salary or hourly wage</b>		<b>Name and title of supervisor</b>	
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<b>Name of employer</b>			
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<b>Dates employed</b>		<b>Position</b>	
<b>From</b>		<b>To</b>	
<b>Salary or hourly wage</b>		<b>Name and title of supervisor</b>	
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<b>From</b>		<b>To</b>	
<b>Salary or hourly wage</b>		<b>Name and title of supervisor</b>	
		<b>Reason for leaving</b>	
Brief description of duties and responsibilities:			

## REFERENCES

Please provide the names of three **business** references who are not related to you:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

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Years known and in what capacity \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

Years known and in what capacity \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

Years known and in what capacity \_\_\_\_\_

**SIGNATURE**

**Applicant: Please read the following carefully before signing this application.**

1. I understand that Chankaska Creek Ranch & Winery policies and procedures may be modified at any time for any reason with or without notice.
2. I certify that the information given by me on this application and in resume is true and accurate in all respects. I understand that the misrepresentation or omission of facts on this application, on my resume, or during any stage of the hiring process will eliminate me from further consideration or, if discovered after hire, will result in the termination of my employment.
3. I authorize Chankaska Creek Ranch & Winery and its representatives to contact my prior employers, former supervisors, company personnel, schools, and all others for the purpose of verifying the information that I have supplied during the selection process and for obtaining job-related information regarding my knowledge, skills, abilities, performance of duties, and compliance with policies. I authorize my prior employers to provide Chankaska Creek Ranch & Winery with any job related information, personal or otherwise, they may have regarding me. I release all persons or companies from any liability or damages for obtaining or releasing information or verifying statements on this application, resume, and portfolio. I further authorize all employers, schools, and other persons to provide any information or transcripts that may be requested by Chankaska Creek Ranch & Winery that will be used to determine if I am qualified to perform the job duties for which I am applying. I hereby release from any and all liability all representatives of Chankaska Creek Ranch & Winery for their acts performed in connection with evaluating my application, background, credentials and qualifications
4. I understand that the information contained in the employment application or my being invited to participate in any state of the hiring process is NOT intended to create an employment contract between Chankaska Creek Ranch & Winery and myself. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, for any reason or no reason, with or without notice, and Chankaska Creek Ranch & Winery has that same right.
5. I understand that verification of my motor vehicle record may be necessary prior to being hired and will be necessary on an annual basis, after hire, to qualify as a driver of a Chankaska Creek Ranch & Winery owned or leased vehicle, or to drive as a requirement of my position. I give permission to Chankaska Creek Ranch & Winery to acquire these reports to be used for the purposes indicated above.
6. I understand that if employed, I will comply with all policies, rules and procedures of Chankaska Creek Ranch & Winery.

**By signing below, I acknowledge that I have read, understood, and agreed with the above statements.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Application Procedure:** Chankaska Creek Ranch & Winery may not interview all applicants for their vacancies. Those applicants to be interviewed will be contacted by Chankaska Creek Ranch & Winery. Applications will be considered active for six months year following their submission. If you wish to be further considered after this time, please submit a new application.