

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
HIGH SCHOOL				
TWO YEAR POST-SECONDARY COLLEGE				
GRADUATE SCHOOL				

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.

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:

- 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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Name of employer				Address		
Telephone number				Position		
Dates employed	From		To		Name and title of supervisor	

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

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.*