

# ST · FRANCIS

## WINERY & VINEYARDS

### APPLICATION FOR EMPLOYMENT

St. Francis Winery & Vineyards is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment.

#### PERSONAL DATA

Date \_\_\_\_\_

Please Print Plainly in Ink. Please Complete All Pages.

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Street City State Zip

Home Telephone \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
Area Code ( ) Area Code ( )

Email \_\_\_\_\_

Names of relatives who work for St. Francis Winery & Vineyards: \_\_\_\_\_

Referred by: \_\_\_\_\_

Have you ever been employed by St. Francis Winery & Vineyards? If yes, when? \_\_\_\_\_

Please state whether you are at least 18 years of age \_\_\_Yes \_\_\_No 21 Years \_\_\_Yes \_\_\_No  
(Hire is subject to verification that applicant meets legal age requirements for position.)

Can you upon employment, provide proof of your legal right to accept employment in the U.S.A.? \_\_\_Yes \_\_\_No

Have you been convicted of a criminal offense (felony or serious misdemeanor) ? \_\_\_Yes \_\_\_No If yes, complete the following (do not include minor traffic violations or marijuana-related convictions dated more than two years ago). A conviction record does not disqualify you from consideration for employment. (This information will be treated in a non-discriminatory manner.)

Date \_\_\_\_\_ Offense \_\_\_\_\_ Place \_\_\_\_\_ Disposition \_\_\_\_\_

Are you able to perform the essential functions of the job with or without reasonable accommodations? \_\_\_Yes \_\_\_No

#### EMPLOYMENT DESIRED

Position \_\_\_\_\_ / \_\_\_\_\_ Date you can start \_\_\_\_\_ Pay Desired: \_\_\_\_\_  
(1st choice) (2nd choice)

I am seeking the following employment: \_\_\_Full time \_\_\_Part time \_\_\_Temporary

If applying for temporary work, during what period of time will you be available? From: \_\_\_\_\_ To: \_\_\_\_\_

Would you be available to work **overtime**, if necessary: \_\_\_ yes \_\_\_ no

Would you be available to work **weekends**, if necessary: \_\_\_ yes \_\_\_ no

**EDUCATION, TRAINING & SKILLS**

School Name	Location	Graduated Yes No	Type of Degree Diploma or Certificate	Major & Minor Field of Study
High School				
College/University				
Software Programs & Level of Knowledge: (Basic, Inter, or Advance)		Professional Licenses/Numbers:		

Are you attending school now? \_\_\_\_Yes \_\_\_\_No      Driver's License #: \_\_\_\_\_  
(Fill out if you are applying for a position involving driving a vehicle.)

U.S. Veteran? \_\_\_\_Yes \_\_\_\_No    Branch of Service \_\_\_\_\_

**WORK EXPERIENCE**

Other names under which employment may be verified: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so may we inquire of your present employer? \_\_\_\_\_

List your previous experience beginning with your most recent position:

1. Employer

City	Telephone
Starting position	Starting wage
Last position	Final wage
Dates employed from	To
Reason for Leaving	Immediate supervisor

2. Employer

City	Telephone
Starting position	Starting wage
Last position	Final wage
Dates employed from	To
Reason for leaving	Immediate supervisor

3. Employer

City	Telephone
Starting position	Starting wage
Last position	Final wage
Dates employed from	To
Reason for leaving	Immediate supervisor

**REFERENCES**

<u>NAME</u>	<u>RELATION</u>	<u>TELEPHONE #</u>	<u>YEARS ACQUAINTED</u>
1. _____			
2. _____			
3. _____			

As an Equal Opportunity Employer, we recruit, hire and promote employees in all job classifications based solely upon each individual's potential and qualifications as they directly relate to the position, without regard to race, color, national origin, sex, age, sexual orientation, creed, marital status, physical or mental disability.

**PRE-EMPLOYMENT STATEMENT**

I understand, agree and acknowledge the following by initialing each paragraph:

\_\_\_\_\_ If I am offered employment, I will, as a condition of employment, be required to submit proof of my  
*Initials* identity and legal right to work in the United States of America.

\_\_\_\_\_ I understand that, if I am employed, any false statement, misrepresentation, or omission of facts on this  
*Initials* application, resume or interview(s) or on any supporting documents, regardless of when discovered, may result in my immediate dismissal. I certify that the answers given are true and complete to the best of my knowledge.

\_\_\_\_\_ I understand and agree that if I am offered a position, it will be offered on condition that I sign an  
*Initials* acknowledgment that my employment shall be "at-will" and for no definite period and that my employment may be terminated at any time with or without cause and with or without prior notice. I understand that the statement concerning the "at-will" nature of my employment is intended to be the complete and final understanding between me and St. Francis Winery & Vineyards as to the circumstances and/or manner in which my employment can be terminated. I understand and agree that this application is not, and is not intended to be, a contract of employment.

\_\_\_\_\_ I understand that in connection with the application process St. Francis Winery & Vineyards may request information  
*Initials* from my past employers, educational institutions, personal references and others. In order to assist St. Francis Winery & Vineyards in obtaining documents and information to confirm my background, as necessary, I consent to the release of the information and release any provider of such information from any liability for doing so.

\_\_\_\_\_ I understand and agree that if I am offered a position, it will be offered on condition that I will read,  
*Initials* understand, and abide by St. Francis Winery & Vineyards's Employee Handbook policies and procedures including an open door policy that includes settling my work disputes or complaints through an arbitration process. By signing this employment application, and agreeing to submit all of my complaints and claims to arbitration, I am giving up my rights to have my dispute heard before a judge and/or jury in any court which would otherwise have jurisdiction and authority to hear such matters.

\_\_\_\_\_ I understand if I am offered a position I may be asked to undergo a physical examination to determine if I am  
*Initials* capable of performing the physical aspects of the job. I understand and agree that final hiring for certain jobs is contingent upon a criminal and driving record (background) clearance. I also understand that passing these tests may be a condition of employment prior to beginning work.

\_\_\_\_\_ I understand and agree that I am required to abide by all rules and regulations of St. Francis Winery & Vineyards.  
*Initials*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Your Name:** \_\_\_\_\_