

POSITION

- Position for which you are applying: _____

First Choice
Second Choice
- Salary/wage desired: _____ per _____
- Are you available to work:

<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> On-Call
<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends	<input type="checkbox"/> Overtime	<input type="checkbox"/> Split Shift
<input type="checkbox"/> Other: _____			
- When would you be available to start working? _____
- How did you hear about the availability of the position for which you are applying?

<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Current Employee
<input type="checkbox"/> Friend	<input type="checkbox"/> Relative	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Other: _____		
- If the position you are applying for requires the use of a vehicle, do you have a valid driver's license? Yes No
 License #: _____ Class: _____ State: _____ Expiration Date: _____
- Have you been given a Job Description, or have the requirements of the job been explained to you? Yes No
 Do you understand these requirements? Yes No
- Can you perform any or all of the job functions for the position you are seeking, either with or without reasonable accommodation? Yes No
- Can you meet the attendance standard of our company, which requires all employees to report for work on time for all scheduled days or shifts? Yes No

SPECIAL SKILLS AND TRAINING

- Describe specialized training, apprenticeships, skills or research:

- List current certifications and/or professional licenses, if any, and where registered:

- Office/business equipment and software qualified or trained to use:

<p>4. Check special skills or training:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Keyboarding ____ wpm</td> <td><input type="checkbox"/> Front Desk Experience</td> </tr> <tr> <td><input type="checkbox"/> Phone Systems</td> <td><input type="checkbox"/> Host/Hostess</td> </tr> <tr> <td><input type="checkbox"/> Adding Machine</td> <td><input type="checkbox"/> Catering/Banquet Experience</td> </tr> <tr> <td><input type="checkbox"/> 10-Key</td> <td></td> </tr> </table>	<input type="checkbox"/> Keyboarding ____ wpm	<input type="checkbox"/> Front Desk Experience	<input type="checkbox"/> Phone Systems	<input type="checkbox"/> Host/Hostess	<input type="checkbox"/> Adding Machine	<input type="checkbox"/> Catering/Banquet Experience	<input type="checkbox"/> 10-Key		<p style="text-align: center;">Please Check Software and List Programs (i.e., Word, Excel, etc.):</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Word Processing _____</td> <td><input type="checkbox"/> basic <input type="checkbox"/> adv.</td> </tr> <tr> <td><input type="checkbox"/> Spreadsheet _____</td> <td><input type="checkbox"/> basic <input type="checkbox"/> adv.</td> </tr> <tr> <td><input type="checkbox"/> Database _____</td> <td><input type="checkbox"/> basic <input type="checkbox"/> adv.</td> </tr> <tr> <td><input type="checkbox"/> Accounting _____</td> <td><input type="checkbox"/> basic <input type="checkbox"/> adv.</td> </tr> </table>	<input type="checkbox"/> Word Processing _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.	<input type="checkbox"/> Spreadsheet _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.	<input type="checkbox"/> Database _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.	<input type="checkbox"/> Accounting _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.
<input type="checkbox"/> Keyboarding ____ wpm	<input type="checkbox"/> Front Desk Experience																
<input type="checkbox"/> Phone Systems	<input type="checkbox"/> Host/Hostess																
<input type="checkbox"/> Adding Machine	<input type="checkbox"/> Catering/Banquet Experience																
<input type="checkbox"/> 10-Key																	
<input type="checkbox"/> Word Processing _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.																
<input type="checkbox"/> Spreadsheet _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.																
<input type="checkbox"/> Database _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.																
<input type="checkbox"/> Accounting _____	<input type="checkbox"/> basic <input type="checkbox"/> adv.																

- | | |
|--|--|
| <input type="checkbox"/> Shorthand | <input type="checkbox"/> Culinary Skills |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Office Management | <input type="checkbox"/> Food & Beverage |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Viticulture |
| <input type="checkbox"/> Management | <input type="checkbox"/> Winemaking |
| <input type="checkbox"/> Operations | <input type="checkbox"/> Harvesting |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Back Office |
| <input type="checkbox"/> Other Office Skills | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Public/Customer Relations | <input type="checkbox"/> Fork Lift |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Sales | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Shipping & Receiving | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Inventory Control | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Ordering | <input type="checkbox"/> Sanitation |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Fabrication |
| <input type="checkbox"/> Information Systems Mgt. | <input type="checkbox"/> Product Packaging |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Packaging Mechanics |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Maintenance Mechanics |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Equipment Maintenance |
| <input type="checkbox"/> Cash Register | <input type="checkbox"/> Quality Control |
| <input type="checkbox"/> Training/Teaching | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Journalism/Writing | <input type="checkbox"/> Metal Roofing |
| <input type="checkbox"/> Medical Terminology | <input type="checkbox"/> Roof Flashings |
| <input type="checkbox"/> Prior Hospitality | <input type="checkbox"/> Heating Systems |
| <input type="checkbox"/> Housekeeping Experience | <input type="checkbox"/> Rain Gutters |
| | <input type="checkbox"/> Soldering |

Other

basic adv.

5. Please indicate any language skills, other than English, below:

LANGUAGE	READING			SPEAKING			UNDERSTANDING			WRITING		
	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYMENT EXPERIENCE

Directions: Begin with your present or last job. Account for all periods of time, including military experience, and periods of unemployment and the nature of your activities. Since we will make every effort to contact previous employers, the correct telephone numbers are appreciated.

THE FOLLOWING MUST BE COMPLETED IN DETAIL– RESUMES ARE NOT ACCEPTED IN LIEU OF THIS INFORMATION.

1.	Employer		Dates Employed		Key Responsibilities
			From	To	
	Address				
			<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
	Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title		Hourly Rate/Salary			
		Starting	Final		
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged					
Why?					

2.	Employer		Dates Employed		Key Responsibilities
			From	To	
	Address				
			<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
	Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title		Hourly Rate/Salary			
		Starting	Final		
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged					
Why?					

3.	Employer		Dates Employed		Key Responsibilities
			From	To	
	Address				
			<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
	Telephone Number	Supervisor's Name, Title and Telephone Number			
Job Title		Hourly Rate/Salary			
		Starting	Final		
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Laid off <input type="checkbox"/> Discharged					
Why?					

4.	Employer	Dates Employed from ____ to ____	Address	Job Title
5.	Employer	Dates Employed from ____ to ____	Address	Job Title
6.	Employer	Dates Employed from ____ to ____	Address	Job Title

EDUCATION AND TRAINING

TYPE of SCHOOL	SCHOOL NAME, CITY and STATE	MAJOR	Choose Last Year
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Community College		From: _____ To: _____	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 <input type="checkbox"/> 2
College/University		From: _____ To: _____	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Graduate School		From: _____ To: _____	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Business/Trade/Night School		From: _____ To: _____	Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

EMPLOYMENT REFERENCES

Name	Business Relationship	Organization/Address	Telephone

CERTIFICATION

DIRECTIONS: PLEASE READ THE FOLLOWING CAREFULLY AND INITIAL BEFORE SIGNING THIS APPLICATION FORM.

I hereby certify that I have personally completed this application and that the answers given by me to the foregoing questions and statements are true and complete and that no material fact has been omitted. I understand that any false statements appearing on this or any other employment form will be sufficient reason to end further consideration of this application and not hire me; if discovered after my employment, such false statement will be sufficient reason for dismissal from the services of Willow Heights Mansion, a Leal Vineyards property regardless of the time that has elapsed before discovery.

Initial

I authorize Willow Heights Mansion, a Leal Vineyards property or its designated agents to contact my references and to investigate my past employment, education credentials, Department of Motor Vehicles driving record, and other employment-related activities, without giving me prior notice of such disclosure. I agree to cooperate in such investigations and release those parties supplying such information to Willow Heights Mansion, a Leal Vineyards property from all liability or responsibility with respect to information supplied to Willow Heights Mansion, a Leal Vineyards property.

Initial

I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that it may contain information about my background, mode of living, character, personal characteristics and general reputation; where the job requires a credit check, a separate authorization will be provided. This authorization in original or copy format, shall be valid for one year from the date indicated next to my signature below. According to the *Fair Credit Reporting Act*, I will be notified if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided.

Initial

I understand that filing this application in no way assures me a position with Willow Heights Mansion, a Leal Vineyards property, and that this application is not, and is not intended to be, a contract of employment. I understand that if employed, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and at the option of either Willow Heights Mansion, a Leal Vineyards property or myself. I further understand that no one other than the President of Willow Heights Mansion, a Leal Vineyards property has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Initial

If employed by Willow Heights Mansion, a Leal Vineyards property, I agree to abide by the rules, policies and procedures of Willow Heights Mansion, a Leal Vineyards property and subsequent rules, policies and procedures that may become effective after employment. I understand that my initial and continued employment may be contingent upon the successful completion of a medical examination, and such examination may include drug and alcohol screening. I understand that Willow Heights Mansion, a Leal Vineyards property believes strongly in a drug-free work environment and agree to abide by the drug and alcohol policies of Willow Heights Mansion, a Leal Vineyards property during the time of my employment.

Initial

Print Name

Signature of Applicant

Date