

Hawthorne Vineyards Application for Employment

TODAYS DATE: _____

1000 Camino Maria, Traverse City, MI 49686 231-929-4206 Pre-employment questionnaire, an equal opportunity employer

PERSONAL INFO

Name (last, first) _____

Present Address:

STREET CITY STATE ZIP

Permanent Address

if different

STREET CITY STATE ZIP

Phone No

HOME CELL WORK

Email _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? -yes / -no

Are you 21 years or older -yes / -no

Are you 18 years or older: -yes / -no

Have you ever been convicted of a felony? -yes / -no Have you ever been convicted of an alcohol related infraction? -yes / -no

If yes to either of above please provide details: _____

EMPLOYMENT:

Position Desired: -Tasting room -Busser/Food Runner, other: _____

Date you can start? _____ Acceptable wage range? _____

What days/hrs are you available? _____

What days/hrs are you not available? _____

Are you employed now? -yes -no If so, may we inquire of your present employer? -yes -no

Ever applied to this company before? -yes -no When? _____

Referred by? _____

PRIOR EMPLOYMENT List below last three employers, starting with the last one first.

Employer Name _____

Address: _____

STREET CITY STATE ZIP

Phone: _____ Employed from (____ / ____ / ____) to (____ / ____ / ____)

Salary/ Position _____ Reason for Leaving? _____

Employer Name _____

Address: _____

STREET CITY STATE ZIP

Phone: _____ Employed from (____ / ____ / ____) to (____ / ____ / ____)

Salary/ Position _____ Reason for Leaving? _____

Employer Name _____

Address: _____

STREET CITY STATE ZIP

Phone: _____ Employed from (____ / ____ / ____) to (____ / ____ / ____)

Salary/ Position _____ Reason for Leaving? _____

Which of these jobs did you like best? _____

What did you like the most about this job? _____

EDUCATION

High School Name/Location _____ # Yrs attended _____

Did you graduate? -yes -no

College Name/Location _____ # Yrs attended _____

Did you graduate? -yes -no Subject studied/ Degree earned: _____

Other Name/Location _____ # Yrs attended _____

Did you graduate? -yes -no Subject studied/ Degree earned: _____

REFERENCES (at least 2 of the 3 should be work/school related, only 1 personal reference please)

Name _____

Address: _____
STREET CITY STATE ZIP

Phone No: _____ # of years acquainted: _____

Name _____

Address: _____
STREET CITY STATE ZIP

Phone No: _____ # of years acquainted: _____

Name _____

Address: _____
STREET CITY STATE ZIP

Phone No: _____ # of years acquainted: _____

OTHER

Special Skills (wine related or other) _____

Activities (civic, athletic, etc.) _____

In case of emergency notify: _____
name, address, phone #

"I certify that all the information submitted by me on this application is true and complete and I understand that if any false information omissions or misrepresentations are discovered my application may be rejected and if I am employed my employment may be terminated at any time

In consideration of my employment I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date Signature

APPLICANT: DO NOT WRITE BELOW THIS AREA

Interviewed by: _____ Date: _____

Remarks: _____

Neatness _____ Ability _____ Hired: yes no by: _____

position _____ salary/wage _____ date reporting to work: _____

Scheduling survey to accompany Tasting Room application.

NAME: _____

If you are applying to work summer/fall, date you be ready to begin? _____

How many hours per week would you like to work? Minimum hrs _____ Maximum hrs _____

What day and times will you be available to work? All final availabilities must be put into Humanities by employee

Sunday	Mon	Tues	Wed	Thurs	Fri	Sat	WkEnds
<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -every weekend <input type="checkbox"/> -every other weekend <input type="checkbox"/> -every third weekend <input type="checkbox"/> -Occasional weekends
<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	

Do you know of any vacations or times when you will be unable to work this summer? (Cherry Festival, Film Festival, etc...) _____

If you will be leaving at the end of the summer/fall, what will be your last day of work? _____

Any other comments about you schedule that we should know? _____

Please confirm if you can perform the following job functions, with or without accommodation (accommodation means modifying a job, job site, or the way in which a job is done so that the person with a disability or limitation can have equal access to all aspects of work.)

JOB DUTIES SURVEY:

Required Skill / Duty	yes	no	Yes, with accommodation
Learn about wine, and impart this knowledge to guests (memorize & speak confidently)	<input type="checkbox"/>	<input type="checkbox"/>	
Derive a personal satisfaction from the engagement of strangers	<input type="checkbox"/>	<input type="checkbox"/>	
Able to lift up to 45 lbs. (case of wine)	<input type="checkbox"/>	<input type="checkbox"/>	
Sell wine & other items (handle cash, learn computerized cash register)	<input type="checkbox"/>	<input type="checkbox"/>	
Serve tastes of wine (lifting bottles, standing for long periods of time)	<input type="checkbox"/>	<input type="checkbox"/>	
Give tours of facility (travel through winery with guests, memorize, speak loudly)	<input type="checkbox"/>	<input type="checkbox"/>	
Setting of room/ Work area / Stocking of wines & merchandise	<input type="checkbox"/>	<input type="checkbox"/>	
General clean-up and closing	<input type="checkbox"/>	<input type="checkbox"/>	
Work weekends & summer holidays	<input type="checkbox"/>	<input type="checkbox"/>	
Work in appropriate attire	<input type="checkbox"/>	<input type="checkbox"/>	

If you checked the need for accommodation for a job duty, please elucidate: _____

General Job Description

- Be friendly, welcoming & polite to the public
- Sell wine & other items
- Serve tastes of wine
- Give tours of facility
- Sell Wine Club Memberships
- Setting up of work area
- Stocking of wines & merchandise
- General clean-up and closing
- Packaging and Shipping

But know that the customer comes first– when someone walks in the room, stop what you are doing and welcome them!

Characteristics of an ideal Wine Shoppe employee:

- A positive attitude and friendly demeanor
- The ability to “close a sale”
- A willingness to learn about wine, and an ability to impart this knowledge to guests
- Derives a personal satisfaction from the engagement of strangers
- Able to lift up to 45 lbs.
- Recognizes the inherent benefit of working within & as a team
- Adaptable! Sees that progress without change is impossible
- Deems good food and good drink to be a foundation for good living, - being an option for the prince & the pauper, equally
- Is inclined to promote the company, rather than themselves

Tasting Room Hours: (may change as necessary)

April: Fridays, Saturdays & Sundays | 11am-5pm

May 1 – Memorial Weekend: Daily | 11am-5pm

Memorial Weekend – Labor Day: Mon-Sat | 11am-8pm, Sun | 11am-6pm

September: Mon-Sat | 11am-7pm, Sun | 11am-6pm

October: Sun-Thurs | 11am-6pm; Fri & Sat | 11am-7pm

November: Fridays, Saturdays & Sundays | 11am-5pm

- **Dress Requirement:** Casual business attire is appropriate, black or dark gray on the bottom – pants, skirts, shorts, capris are all acceptable if they are close to knee length or longer. Mostly we want our guests to notice our wine, not what our staff is wearing. No exposed arm pits, no open toed shoes.

Reviews: We plan to give a review after a 30 day trial period.

Benefits: Beautiful surroundings, both inside and out. The ability to purchase Hawthorne Vineyards wine/merchandise at 30% off and at Chateau Chantal at 50% off.

Scheduling: Our intent is to be flexible when scheduling tasting room staff. If you have a time when you cannot work please give notification as soon as possible before the schedule is made. Please note that you are responsible for covering the hours assigned to you once a schedule is posted. If you find a date when you will not be available contact your manager immediately.

Miscellaneous

- No perfumes or colognes are to be worn while working in the tasting room (these interfere with the customer’s ability to taste the wines).

- Must be 18 years or older to serve alcohol.
- Break time / meal times for individuals are scheduled around crowds in the tasting room, or per schedule. If you leave the area and will be unavailable to be called upon for help then you must clock-out. Breaks may not be available if a shift is under 6 hours.
- You MUST check identification on any person who might be younger than 21 years of age. Alcohol may not be sold to anyone under 21 years of age, nor may alcohol be sold to anyone who is intoxicated. Michigan law holds both the establishment AND THE SERVER criminally and civilly liable. (Which means that if you serve/sell alcohol to a person who is under 21 or if you serve/sell alcohol to an intoxicated person you are personally responsible and can be jailed, fined, and/or sued.)

Hawthorne Vineyards Wages

Starting wage depends upon experience but generally starts at minimum wage (\$9-10) but tips and bonuses are in addition to hourly wage.

BONUS:

- An \$10 bonus is awarded to an employee following each successful sale of a new wine club membership.
- A bonus of \$2/hour for weekend hours in fall will be paid based on the following requirements:
 - A tally will be kept for each employee for hours worked on Saturdays in the months of September & October
 - A pool will be created of \$2/work-hour for each Saturday in October
 - To be eligible for a bonus from this pool an employee must work at least 4 Saturdays in September and/or October
 - Bonus will be awarded before the year-end to each staff member who meets the requirement for fall Saturday hours.
 - *If the fall hours requirements are not met by an employee their bonus potential will be forfeited.*