



Roanoke Valley Wine Co.

RVWC is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Application for Employment

PERSONAL INFORMATION

Name (Last, First, Middle)		Social Security Number		Date of Birth
Street Address		City/State		Zip Code
Home Phone	Cell Phone	Email Address		

As an ABC licensee, we are required by the state of Virginia to ask the following questions:

Are you at least 21 years of age?	Yes No	Have you ever been convicted of a felony?	Yes No	Do you have any felony charges pending?	Yes No	Have you ever been convicted of a DUI?	Yes No
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Notice: RVWC requires a pre-employment drug screening for any position operating a vehicle, machinery, or other mechanical equipment.

EMPLOYMENT INFORMATION

Position		Date you can start work		Salary Desired	
Are you currently employed?	Yes No	May we contact your current employer?	Yes No	Hours available to work	Are you available to work overtime? Yes No
Do you have reliable transportation?	Yes No	Have you ever applied to this company before?	Yes No	Referred By	
Do you have a medical condition that limits your ability to perform the essential functions of this job? If Yes, please explain.				Yes	No
Do you have a current Virginia driver's license? DRIVER POSITION ONLY: Include a copy of your current driving record.			Yes	No	Are you legally eligible to be employed in the U.S.? If employed, you will be asked to supply documentation confirming this.
			Yes	No	

RELEVANT EXPERIENCE

High School name and location:		Type of diploma received:	Course of Study:
College name and location:		Degree Type:	Field of Study:
Trade or Business school name and location:		Program Type:	Course of Study:
Branch of military service:	Dates of service:	Rank achieved:	
Subjects of special study/research/training:			

EMPLOYMENT HISTORY

Employer name and address:	Dates:	Salary:	Title:	Reason for leaving:
	From:			
	To:			
Employer name and address:	Dates:	Salary:	Title:	Reason for leaving:
	From:			
	To:			
Employer name and address:	Dates:	Salary:	Title:	Reason for leaving:
	From:			
	To:			
Employer name and address:	Dates:	Salary:	Title:	Reason for leaving:
	From:			
	To:			

PERSONAL REFERENCES

Name:	Phone Number:	Years Known:	Relationship:
Name:	Phone Number:	Years Known:	Relationship:
Name:	Phone Number:	Years Known:	Relationship:

AUTHORIZATION

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize RVWC to verify their accuracy, obtain reference information on my work performance, and complete a criminal background check. I hereby release RVWC from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that the policies, rules, regulations of employment or anything said during the interview process do not constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

_____ (Date) _____ (Signature of Applicant)

DO NOT WRITE BELOW THIS LINE

Human Resources Evaluation

	Exceeds job requirements	Meets job requirements	Does not meet job requirements
Personal Information			
Education/Training			
Employment Information			
Experience			
References			

Evaluated by: _____

Date: _____

Interview Appointment:

Date/Time: _____

Interviewer: _____

Interviewer Evaluation

	Exceeds job requirements	Meets job requirements	Does not meet job requirements
Related Experience			
Technical Ability			
Communication Skills			
Drive/Problem Solving			
Interest in Company			

Interviewed by: _____

Date: _____

Hired? Yes No

Start Date: _____

Comments: