

Von Jakob



WINERY
&
BREWERY

Non-Negotiable Qualifications & Application for Employment

Welcome to Von Jakob Winery, Brewery, and Bed & Breakfast Suites. We take great pride in our associates. Having a friendly and knowledgeable staff is imperative to the customer service and working environment we want to achieve. When hiring, we are searching for individuals who will “naturally” fit with our team. We are more than willing to train you for specific job you are hired to complete, however we cannot teach you how to be friendly and respectful - if that is not your personality.

Our goal is to create a fun and rewarding atmosphere for both our guests and staff. We want this to be more than “just another job” but a growing experience. If you are able to “fit” in our team, we will treat you with respect, and provide you with proper training to help you succeed. All associates are employed at an at-will basis which means that they may be dismissed or may resign, with or without cause at any time.

Individual differences among our associates are celebrated, and we welcome you to bring your own individual traits and creativity to the job. However, the following “non-negotiable” qualities **MUST** be present for employment at Von Jakob. Please read this list carefully and honestly tell us whether you have these qualities. It is better for both you and us to find out before going any farther whether this job is for you.

- 1.) Respect.** Associates must have proper respect for both fellow associates and guests. If you have problems controlling your temper, or are moody or grouchy when things don't go your way, you might have a problem with respect. If you dislike taking direction from management, have issues with authority, or can't treat others with courtesy and kindness, this job will not be right for you.
- 2.) Integrity.** Von Jakob associates must maintain a high degree of integrity. Being honest and truthful in every aspect of job is important. Stealing will lead to immediate termination of your position.
- 3.) Punctuality.** Our associates are punctual and reliable. Some jobs out there are more flexible with punctuality, however, our standards require you to be on time, every time you are scheduled.
- 4.) Willingness to learn.** Our associates are eager to learn. Throughout the first few months of employment, you will be taught many new things and ways of completing tasks. If you are set in your ways and unwilling to change, you will struggle at Von Jakob.
- 5.) Good grooming standards.** Von Jakob associates take pride in their appearance and respect our dress code and grooming standards. When wearing a uniform, always look clean and neat. Remember, when wearing your uniform you are not only a representative of yourself, but of the company.
- 6.) Violence or substance abuse problems.** Our associates are friendly people who do not use drugs. If you have a history of violence, drug use, or drink in excess often, this company will not be the job for you. Drug testing can take place at any time, for any reason. Failure to take a drug test or the overall failure of a drug test will result in immediate dismissal.

You must possess ALL of these traits, not just some of them for consideration of employment at Von Jakob.

I have read the non-negotiable qualities, and I possess all of these qualities.

Applicant's Signature

Date

APPLICATION FOR EMPLOYMENT AT VON JAKOB

Please Print Legibly

Date of application _____

Name _____

Last
First
MI

Social Security No. ____ / ____ / ____ Email _____

Address _____

Street, City, State, and Zip Code

Telephone No. _____ - _____ - _____

Home
Cell

Department Applying for (Circle One) Tasting Room Special Events Kitchen
 Restaurant Maintenance Production

Position Applying For _____ Full-Time Part-Time

Circle One

Date Available to Begin _____ Salary/Compensation Desired _____

Referral Source: Advertisement Associate Referral Relative
 Walk-in Applicant Friend Other
 Referred By _____

Are you currently employed? Yes No

EDUCATION DATA

School	Print Full Name, City, & State	No. Years Completed	Degree	Major Study
High School				
College				
Graduate School				
Trade School				

Other Training:

EMPLOYMENT HISTORY

In the following spaces please provide your previous work experience starting with the most recent.

Employer _____ Employed from: _____
Telephone _____ Mo./Yr. _____
Starting Position _____ Mo./Yr. _____
Ending Position _____
Name and Title of Supervisor _____
Reason for Leaving _____

Employer _____ Employed from: _____
Telephone _____ Mo./Yr. _____
Starting Position _____ Mo./Yr. _____
Ending Position _____
Name and Title of Supervisor _____
Reason for Leaving _____

Employer _____ Employed from: _____
Telephone _____ Mo./Yr. _____
Starting Position _____ Mo./Yr. _____
Ending Position _____
Name and Title of Supervisor _____
Reason for Leaving _____

Employer _____ Employed from: _____
Telephone _____ Mo./Yr. _____
Starting Position _____ Mo./Yr. _____
Ending Position _____
Name and Title of Supervisor _____
Reason for Leaving _____

ADDITIONAL QUESTIONS ABOUT YOUR EMPLOYMENT HISTORY

May we contact your previous employers? Yes No

If no, please identify any exceptions or reasons why we may not contact previous employers:

GENERAL INFORMATION

1. Can you perform the functions of the job for which you have applied with reasonable accommodation as defined by the American with Disabilities Act (ADA)? Yes No

2. Have you been convicted of a felony? Yes No
(An Affirmative Response will not automatically disqualify you from being considered as a candidate for employment)

If "yes", please explain _____

3. Are you available to work weekends as requested? Yes No

4. Are you available to work holidays as requested? Yes No
(In the past, Von Jakob has been closed on Thanksgiving Day, Christmas Day, and New Years Day)

5. In case of emergency, whom shall we notify?

Name _____

Home Address _____

Home Telephone _____ - _____ - _____ Cell _____ - _____ - _____

REFERENCES

Please provide the names of three individuals, not related to you, who have knowledge of your work performance within the last three years.

Name _____

Address _____

Occupation _____

Telephone No. _____

Number of Years Acquainted _____

How are You Acquainted _____

Name _____

Address _____

Occupation _____

Telephone No. _____

Number of Years Acquainted _____

How are You Acquainted _____

Name _____

Address _____

Occupation _____

Telephone No. _____

Number of Years Acquainted _____

How are You Acquainted _____

SKILLS SUMMARY

Indicate below the kind of skills you have (if appropriate to the position for which you have applied)

Office/Sales

- Typing
- Telephone Reception
- Photocopying Equipment
- Wine Knowledge
- Microsoft Office
Circle: Word Excel Powerpoint
- Foreign Language
Specify _____
- Additional Software Applications
Specify _____

Service/Manual

- I can lift and carry a 35 pound case of wine
- I can carry beverage/food trays with no problem
- I can drive a forklift
- Technical Experience
Specify _____
- Construction Experience
Specify _____

Additional Skills _____

APPLICANT CERTIFICATION

I hereby affirm that the information provided on this application (and the accompanying resume) is correct and complete to the best of my knowledge, and agree to have any of the statements checked by VON JAKOB. Unless I have indicated to the contrary, I also agree that providing any false or misleading information or significant omissions may disqualify me from further consideration for employment and may result in my immediate termination if discovered at a later date.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

In consideration of my employment, I agree to conform to the rules and standards of VON JAKOB. As amended from time to time by VON JAKOB in its discretion. I agree that if I am hired, my employment will be terminable at-will, which means that I will not be employed for any specified time, and that I may quit and VON JAKOB may end my employment at any time, without advance notice and without cause. I understand that, if I am hired, this application shall constitute the terms of my employment contract as an at-will employee of VON JAKOB and it shall supercede any and all prior oral or written representations that may have been made to me.

Applicants Signature _____

Date _____

Print Name _____