



Troutman Vineyards

Application for Employment

Date _____ Position _____

Applicant Information

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail _____

Specify days and Hours you are available for work:

Days	Hours (Please include A.M. or P.M.)		
___ Monday	_____ / ___ M	to	_____ / ___ M
___ Tuesday	_____ / ___ M	to	_____ / ___ M
___ Wednesday	_____ / ___ M	to	_____ / ___ M
___ Thursday	_____ / ___ M	to	_____ / ___ M
___ Friday	_____ / ___ M	to	_____ / ___ M
___ Saturday	_____ / ___ M	to	_____ / ___ M
___ Sunday	_____ / ___ M	to	_____ / ___ M

When can you start? _____

We are an Equal Opportunity Employer (EOE)

As an equal opportunity employer, Troutman Vineyards does not discriminate in hiring or terms and conditions of employment, because of an individual's race, creed, color, sex, age, religion, disability or national origin. Troutman Vineyards only hires individuals authorized to work in the United States.

Education

	High School	College	Other
Name and Location	_____	_____	_____
Course of Study	_____	_____	_____
Years Completed	_____	_____	_____
Date of Completion	_____	_____	_____
Type of degree	_____	_____	_____

Please tell us about any special skills, experiences or certifications which are relevant to the position you are seeking. _____

Business or Professional References (Please list individuals other than family members or friends who can help us assess your qualifications and ability to do this job.)

Name: _____ Phone Number: _____
Job Title and Company: _____
Address: _____
Relationship to you: _____

Name: _____ Phone Number: _____
Job Title and Company: _____
Address: _____
Relationship to you: _____

Name: _____ Phone Number: _____
Job Title and Company: _____
Address: _____
Relationship to you: _____

Employment

List all current and prior employment during the last 5 years starting with the most recent.
Account for any time during this period in which you were unemployed. Please add additional pages if necessary.

May We Contact Your Present Employer Yes No

Company Name: _____ Telephone: _____
Address: _____
Name of Supervisor: _____ Title: _____
Employed From: _____ to _____
State Job Title and Description of Work: _____

Were you disciplined during your employment? (Counseled, suspended, discharged, etc.)
Yes No

If you had disciplinary problems with previous employer, please describe fully: _____

Number of days absent in the last year of employment: _____
Number of days tardy in the last year of employment: _____
Reason for leaving: _____

Company Name: _____ Telephone: _____
Address: _____
Name of Supervisor: _____ Title: _____
Employed From: _____ to _____
State Job Title and Description of Work: _____

Were you disciplined during your employment? (Counseled, suspended, discharged, etc.)
Yes No

If you had disciplinary problems with previous employer, please describe fully: _____

Number of days absent in the last year of employment: _____
Number of days tardy in the last year of employment: _____
Reason for leaving: _____

Applicant Certification

Please read carefully before signing.

This application will remain on file for six (6) months. If you have not been employed within six (6) months of your application, you must re-apply.

By my signature below, I voluntarily agree to the following:

- ◆ I understand that if I am employed by Troutman Vineyards, employment is “at will”, which means that employment is not for a definite period and may be terminated by either myself or Troutman Vineyards, in the sole discretion of either, for any reason, at any time. I understand that no one at Troutman Vineyards has authority to make any different agreement except the President by formal agreement in writing signed by the President and the employee. I understand that if employed by Troutman Vineyards, that satisfactory completion of my provisional period will not change my status as an at will employee.
- ◆ I certify that the information contained in this application for employment is true, correct and complete and I hereby grant Troutman Vineyards permission to verify the information provided. I understand that the giving of false information or the failure to give complete information requested herein shall constitute grounds, among others, for rejection of my application or immediate termination in the event that I am hired.
- ◆ I understand that none of Troutman Vineyard’s practices or policies are to be construed as imposing any binding obligations on the Company, and that they are subject to change or deletion at any time.
- ◆ I hereby authorize Troutman Vineyards to obtain from schools, former employers, or other individuals or institutions it contacts, any information in their possession regarding my employment history or qualifications for the job for which I have applied.
- ◆ I understand that if employed by Troutman Vineyards, I will be required within three business days of my date of hire to complete an I-9 Form and provide Troutman Vineyards with a document or documents that establish my identity and eligibility to work in the United States.

I promise that I have read and understand this Applicant Certification:

Authorized Signature of Applicant _____

Date _____