



# Napa Valley Wine Train, LLC.

1275 McKinstry Street, Napa, CA 94559

**An Equal Opportunity Employer**

## NVWT USE ONLY

Physical Date / Time \_\_\_\_\_

Drug Test Date / Time \_\_\_\_\_

### Employment Application

#### Please Print

Date: \_\_\_\_\_

Name:

\_\_\_\_\_

Last

First

Middle

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ Other Telephone (\_\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Present Address \_\_\_\_\_

No.

Street

City

State

Zip

Permanent Address, if different from present address:

\_\_\_\_\_

No.

Street

City

State

Zip

#### Employment Desired

Position applying for: \_\_\_\_\_

Are you applying for:

Regular full-time work?

Yes\_\_\_ No\_\_\_

Regular part-time work?

Yes\_\_\_ No\_\_\_

Temporary work, e.g., summer or holiday work?

Yes\_\_\_ No\_\_\_

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, during what period of time will you be available?

From \_\_\_\_\_

Are you available for work on weekends?

Yes\_\_\_ No\_\_\_

Would you be available to work overtime, if necessary?

Yes\_\_\_ No\_\_\_

If hired, on what date can you start work? \_\_\_\_\_

Wage desired: \_\_\_\_\_

**Personal Information**

Have you ever applied to or worked for Napa Valley Wine Train, Inc. before? Yes\_\_\_ No\_\_\_

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Napa Valley Wine Train, Inc.? Yes\_\_\_ No\_\_\_

If yes, state name(s) and relationship(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you applying for work at Napa Valley Wine Train, Inc.? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you at least 18 years old? Yes\_\_\_ No\_\_\_

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes\_\_\_ No\_\_\_

Are you able to perform the essential functions of the job for which you are applying? Yes\_\_\_ No\_\_\_

If no, describe the functions that cannot be performed. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Are you currently employed? Yes\_\_\_ No\_\_\_

If so, may we contact your current employer? Yes\_\_\_ No\_\_\_

## Education, Training and Experience

School	Name and Address	Years Completed	Did You Graduate?	Degree or Diploma
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/ University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vocational/ Business			Yes <input type="checkbox"/> No <input type="checkbox"/>	

How did you hear about this job? (Please check one)

Ad in paper \_\_\_\_\_ Employee Referral \_\_\_\_\_

Online (Indeed, Monster, NapaSonomajobs, Craigslist, LinkedIn, Etc): \_\_\_\_\_

Others: \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Napa Valley Wine Train, Inc.? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Answer the following questions if you are applying for a professional position.**

Are you licensed/certified for the job applied for? Yes\_\_\_ No\_\_\_

Name of license/certification \_\_\_\_\_

Issuing state \_\_\_\_\_

License/certification number \_\_\_\_\_

Has your license/certification ever been revoked or suspended? Yes\_\_\_ No\_\_\_

If yes, state reason(s), date of revocation or suspension and date of reinstatement. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Employment History

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. In Order to be considered for employment, you must complete this section even if attaching a resume.

Name of Employer \_\_\_\_\_

\_\_\_\_\_

No.	Street	City	State	Zip
-----	--------	------	-------	-----

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_

\_\_\_\_\_

No.	Street	City	State	Zip
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Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Employment History (Continued)

Name of Employer \_\_\_\_\_

No.	Street	City	State	Zip
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Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Name of Employer \_\_\_\_\_

No.	Street	City	State	Zip
-----	--------	------	-------	-----

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

### Employment History (Continued)

Name of Employer \_\_\_\_\_

No.	Street	City	State	Zip
-----	--------	------	-------	-----

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Name of Employer \_\_\_\_\_

No.	Street	City	State	Zip
-----	--------	------	-------	-----

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Note: Attach additional page(s) if necessary.

### Military Service

Have you obtained any special skills or abilities as the result of service in the military? Yes\_\_\_ No\_\_\_

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name:

\_\_\_\_\_

Address

\_\_\_\_\_

No.	Street	City	State	Zip
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Occupation:

\_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

Name:

\_\_\_\_\_

Address

\_\_\_\_\_

No.	Street	City	State	Zip
-----	--------	------	-------	-----

Occupation:

\_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

Name:

\_\_\_\_\_

Address

\_\_\_\_\_

No.	Street	City	State	Zip
-----	--------	------	-------	-----

Occupation:

\_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Number of Years Acquainted \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Napa Valley Wine Train, Inc. to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Napa Valley Wine Train, Inc., my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on Napa Valley Wine Train, Inc. unless made in writing and signed by me and Napa Valley Wine Train, Inc.'s designated representative.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_