

Château Chantal Application for Employment

TODAYS DATE: _____

Pre-employment questionnaire, an equal opportunity employer

15900 Rue de Vin, Traverse City, MI 49686
phone 231-223-4110 fax 231-223-4130 wine@chateauchantal.com

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

EMPLOYMENT:

Position Desired: -Tasting room -Vineyard -B&B -Office -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? _____

Scheduling survey to accompany 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

Would you be interested in helping to prepare tapas foods? Yes No?

Would you be interested in helping plate and serve food at wine dinners? Yes No?

If you are interested in Tapas Tours or wine dinners how many would you be willing to do per week?

Food Prep for Tapas _____ days/week Food Prep for dinners _____ days/week

What would be your ideal schedule?

Monday: -OK, -Occasional, -Never, Preferred Shift: -Any, -Earlier, -Later

Specific limitations: _____

Tuesday: -OK, -Occasional, -Never, Preferred Shift: -Any, -Earlier, -Later

Specific limitations: _____

Wednesday: -OK, -Occasional, -Never, Preferred Shift: -Any, -Earlier, -Later

Specific limitations: _____

Thursday: -OK, -Occasional, -Never, Preferred Shift: -Any, -Earlier, -Later

Specific limitations: _____

Friday: -OK, -Occasional, -Never, Preferred Shift: -Any, -Earlier, -Later

Specific limitations: _____

Saturday: -OK, -Occasional, -Never, Preferred Shift: -Any, -Earlier, -Later

Specific limitations: _____

Sunday: -OK, -Occasional, -Never, Preferred Shift: -Any, -Earlier, -Later

Specific limitations: _____

Weekends, I am willing to work:

every weekend , every other weekend , every third weekend , Occasional weekends

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? _____

CC Wine Shop Wages 2011

New hire starting wage is \$7.75 An employee review to occur upon completion of position check-list, yet no sooner than end of 30 day 'trial period'. Per competency, a raise in the amount of 25-cents per hour may be offered. **BONUS:** A bonus of \$1/hour for weekend hours in summer and an additional \$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/Sundays in the months of June-October
- A pool will be created of \$1/work-hour for each Saturday/Sunday in June-September, and \$2/work-hour for each Saturday/Sunday in October
- To be eligible for a bonus from this pool an employee must work at least 4 Saturdays in late September and/or October
- Bonus will be awarded before the year-end to each staff member for the additional \$1/hour June-September weekend time, and the \$2/hour October weekend if they meet the requirement for fall weekend hours.
- If the fall hours requirement are not met by an employee their bonus potential will be forfeited.

Chateau Chantal Wine Shoppe

General Job Description

Be friendly, welcoming & polite to the public

- Sell wine & other items
- Serve tastes of wine
- Give tours of facility
- Serve tastes of wine at Jazz @ Sunset
- Setting of room/ Work area / Stocking of wines & merchandise
- General clean-up and closing
- Packaging and Shipping

The customer comes first! When someone walks in the room, stop what you are doing and welcome them!

Tasting Room Hours: (may change as necessary)

Sunday 11am - 5pm

Monday - Saturday 11am - 8pm (June 15-August 31)

Monday - Saturday 11am - 7pm (September 1-October 31)

Monday - Saturday 11am - 5pm (November 1-June 14)

Summer Thursday nights: Jazz at Sunset 7 pm– 9.30 pm (or until clean-up is finished)

Dress Suggestion: Casual business attire is appropriate, we want you to look good and be comfortable. Mostly we want our guests to notice our wine, not what our staff is wearing. An apron is provided for you to wear while you are working.

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

Benefits: Beautiful surroundings, both inside and out. The ability to purchase Chateau Chantal wine at distributor prices (50% off). Management's intention to be flexible and co-operative.

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. If a substitute can be found your manager will write your substitute's name into the schedule & initial it.

Miscellaneous

- No perfumes or colognes are to be worn while working in The Wine Shoppe (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 Wine Shoppe, or per schedule. If you leave the area and will be unavailable to be called upon for help then you must clock-out. Break 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.)

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—no prima donnas!
- 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
- Please ask Bill about his 'hiring-philosophy-analogy'!

CC Wine Shoppe Wages

Starting wage, regardless of resume, is \$7.75

An employee review to occur upon completion of position check-list, yet no sooner than end of 30 day 'trial period'. Per competency, a raise in the amount of 25 cents per hour may be offered

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No staff should ever anticipate a (base) wage greater than \$10 per hour while working in The Wine Shoppe. When possible and reasonable a cost of living increase (2-3%) may be provided each spring to returning staff members. An annual review may be offered to returning staff in the spring.