

# Château Chantal Application for Employment

TODAYS DATE: \_\_\_\_\_

15900 Rue de Vin, Traverse City, MI 49686 (231) 223-4110 Pre-employment questionnaire, an equal opportunity employer

## 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

Have you ever been convicted of a felony? -yes / -no Have you ever been convicted of an alcohol related infraction? -yes / -no

If yes to either of above please provide details: \_\_\_\_\_

## EMPLOYMENT:

Position Desired: -Tasting room -B&B-housekeeping, -B&B-front desk, -B&B-kitchen 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? \_\_\_\_\_

**EDUCATION**

High School Name/Location \_\_\_\_\_ # Yrs attended \_\_\_\_\_

Did you graduate? -yes -no

College Name/Location \_\_\_\_\_ # Yrs attended \_\_\_\_\_

Did you graduate? -yes -no Subject studied/ Degree earned: \_\_\_\_\_

Other Name/Location \_\_\_\_\_ # Yrs attended \_\_\_\_\_

Did you graduate? -yes -no Subject studied/ Degree earned: \_\_\_\_\_

**REFERENCES (at least 2 of the 3 should be work/school related, only 1 personal reference please)**

**Name** \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone No: \_\_\_\_\_ # of years acquainted: \_\_\_\_\_

**Name** \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone No: \_\_\_\_\_ # of years acquainted: \_\_\_\_\_

**Name** \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone No: \_\_\_\_\_ # of years acquainted: \_\_\_\_\_

**OTHER**

Special Skills (wine related or other) \_\_\_\_\_

Activities (civic, athletic, etc.) \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_  
name, address, phone #

"I certify that all the information submitted by me on this application is true and complete and I understand that if any false information omissions or misrepresentations are discovered my application may be rejected and if I am employed my employment may be terminated at any time

In consideration of my employment I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date Signature

APPLICANT: DO NOT WRITE BELOW THIS AREA

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Neatness \_\_\_\_\_ Ability \_\_\_\_\_ Hired: yes no by: \_\_\_\_\_

position \_\_\_\_\_ salary/wage \_\_\_\_\_ date reporting to work: \_\_\_\_\_

**Scheduling survey to accompany Tasting Room 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 \_\_\_\_\_

What would be your ideal schedule?

Sunday	Mon	Tues	Wed	Thurs	Fri	Sat	WkEnds
<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -OK, <input type="checkbox"/> -Occasional, <input type="checkbox"/> -Never	<input type="checkbox"/> -every week- end <input type="checkbox"/> -every other weekend <input type="checkbox"/> -every third weekend <input type="checkbox"/> -Occasional weekends
<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	<u>Preferred Shift:</u> <input type="checkbox"/> -Any, <input type="checkbox"/> -Earlier, <input type="checkbox"/> -Later	

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? \_\_\_\_\_

**JOB DUTIES SURVEY:**

Please confirm if you can perform the following job functions, with or without accommodation (accommodation means modifying a job, job site, or the way in which a job is done so that the person with a disability or limitation can have equal access to all aspects of work.)

Required Skill / Duty	yes	no	Yes, with accommodation
Learn about wine, and impart this knowledge to guests (memorize & speak confidently)	<input type="checkbox"/>	<input type="checkbox"/>	
Derive a personal satisfaction from the engagement of strangers	<input type="checkbox"/>	<input type="checkbox"/>	
Able to lift up to 45 lbs. (case of wine)	<input type="checkbox"/>	<input type="checkbox"/>	
Sell wine & other items (handle cash, learn computerized cash register)	<input type="checkbox"/>	<input type="checkbox"/>	
Serve tastes of wine (lifting bottles, standing for long periods of time)	<input type="checkbox"/>	<input type="checkbox"/>	
Give tours of facility (travel through winery with guests, memorize, speak loudly)	<input type="checkbox"/>	<input type="checkbox"/>	
Setting of room/ Work area / Stocking of wines & merchandise	<input type="checkbox"/>	<input type="checkbox"/>	
General clean-up and closing	<input type="checkbox"/>	<input type="checkbox"/>	
Work weekends & summer holidays	<input type="checkbox"/>	<input type="checkbox"/>	
Work in appropriate attire	<input type="checkbox"/>	<input type="checkbox"/>	

If you checked the need for accommodation for a job duty, please elucidate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CC Wine Shop Wages:**

**Talk to us. 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 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.

## **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 work area
- Stocking of wines & merchandise
- General clean-up and closing
- Packaging and Shipping

But know that the customer comes first– when someone walks in the room, stop what you are doing and welcome them!

## **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

## **Tasting Room Hours:** (may change as necessary)

Sunday 11am - 6pm

Monday - Saturday 11am - 8pm (Memorial Day- Labor Day)

Monday - Saturday 11am - 7pm (Labor Day-October 31)

Monday - Saturday 11am - 5pm (November 1-Memorial Day Weekend)

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. No exposed arm pits, no open toed shoes, shorts or skirts must be long enough to be visible under standard apron.

**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.

## **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.)

## **CC Wine Shoppe Wages**

Starting wage depends upon experience but generally starts at minimum wage (\$9-10) but tips and bonuses are in addition to hourly wage.

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- 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 on Labor Day weekend, 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.