



Application for Employment

Today's Date _____

Vine & Branches is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by the law.

POSITION APPLIED FOR:		___ Full Time	___ Part Time
For part time, list available days/hours			
Requested Salary per hour/year:		Email address:	
\$			
PERSONAL INFORMATION			
Name			
Address			
City		State	Zip
Home phone:		Cell Phone:	
Are you at least 18 years old?			
When are you available to start work?			
Have you ever worked for Vine & Branches?		If so, what position?	
EDUCATION			
	Name/Address of School	Years Attended	Degree Received
High School			
Undergraduate			
Masters			
Certifications Received with Expirations:			
Special Trainings Received:			

EXPERIENCE	
(Start with most recent experience)	
Employer:	
Address:	
Phone:	
Job Title:	Salary:
Dates of Employment:	Supervisor:
Description of Duties:	
Reason for Leaving:	
May we contact for a reference?	
Employer:	
Address:	
Phone:	
Job Title:	Salary:
Dates of Employment:	Supervisor:
Description of Duties:	
Reason for Leaving:	
May we contact for a reference?	
Employer:	
Address:	
Phone:	
Job Title:	Salary:
Dates of Employment:	Supervisor:
Description of Duties:	
Reason for Leaving:	
May we contact for a reference?	
Employer:	
Address:	
Phone:	
Job Title:	Salary:
Dates of Employment:	Supervisor:
Description of Duties:	
Reason for Leaving:	
May we contact for a reference?	

Have you ever been fired or asked to resign from a position? YES NO

If yes, please explain:

Have you ever been convicted of or are you the subject of pending charges of any crime within the state of Virginia or outside of the state of Virginia? YES NO

If yes, please explain:

If hired, you will be required to have a criminal records background check. Do you agree to having all required background checks run in your name? YES NO

Is there any reason why you may not be able to perform the duties of your position? YES NO

If yes, please explain:

Please list the person to contact in case of emergency:

Emergency Contact Address:

Emergency Contact Phone Number:

REFERENCES
 (Please list 3 additional references not related to you)

Name/Title	Phone	Email

I hereby affirm that the above information is true and complete to the best of my knowledge. I understand that it may be subject to verification. Should I be employed by Vine & Branches, any misrepresentation or false statement made on this application may be considered cause for possible dismissal. Vine & Branches has my permission to obtain all necessary information from the references I have listed concerning my prior employment. I release all parties from any possible damages resulting from disclosing such information with or without prior written notice from me.

If hired, I understand this application is not considered a contract. In the Commonwealth of Virginia, I am considered an at will employee and may be terminated by Vine & Branches at any time.

Applicant's Signature _____ Date: _____

For Employer Use Only:
 Date of offer _____ Accepted: YES NO
 Position Accepted: _____ Projected Start Date: _____
 Actual Start Date: _____ Starting Rate: _____