



*Employment  
Application*



*Sextant*

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# Sextant

## *Non-Negotiable Qualities and Application for Employment*

Welcome to Sextant Wines. We want your job here to be fun and exciting. Life is too short to spend it in an unhappy place, no matter how good the pay. Our associates find that working at Sextant Wines is more than "just another job". We will compensate you competitively, will treat you with respect, will give you responsibility, will promote you when you are ready, will train you and will do whatever we can to make your job easier. On the other hand, we will expect you to "fit" in our team. We feel that only one out of five applicants has the required qualities to fit well here. Further, we find that you are the best person to tell us early, if this is the case.

Although we celebrate individual differences, and are happy to let you use your imagination and creativity to do your job well, there are six "non-negotiable" qualities you must have to work at Sextant Wines. Although all associates are employed on an at-will basis which means that they may be terminated or may resign, with or without cause at any time. In order to avoid mutual disappointment, please read these carefully and tell us honestly whether you have all these qualities. We feel it's better if you decide we are a poor fit for your strengths and weaknesses ahead of time. This is far better than for us to find out later, forcing both you and us to start another job search.

- 1) Respect.** Sextant Wines associates have respect for others (both associates and guests). By respect we mean we treat others with care and consideration. If you occasionally have difficulties controlling your temper, or have a tendency to be moody or grouchy when things don't turn out the way you like, you'll have a problem with respect. If you resent being told what to do, have problems with authority, or cannot treat other people with courtesy and kindness, it is unlikely you will be successful at the winery.
- 2) Integrity.** Sextant Wines associates have a high degree of integrity. By this we mean you are expected to be honest and truthful in everything you do here. If you don't always tell the truth, like to "cheat--but just a little", don't think it's a big deal to help yourself to a bottle of wine or office supplies on occasion, you will be terminated immediately from your position here at Sextant Wines.
- 3) Punctuality** Sextant Wines associates are punctual and reliable. If you are known to always be a little late, or are known to your friends as a bit "flaky", you will be dismissed from here, sooner or later. Some jobs out there are more flexible than others, but our service standards here require that you show up on time, ready to work, every time. If you do not have reliable transportation, you will have problems in this area which will result in discipline, up to and including termination.
- 4) Ability to learn and flexibility.** Sextant Wines associates are eager to learn and are flexible in their attitude and outlook. As part of our training program and during your first few months at Sextant Wines, you will be required to learn many new things. Our service standards are, for many people, even experienced ones, a new and different way of doing things. If you a) don't like to learn new things, b) you are set in your ways, c) you feel reading and asking questions are things you already did at school or d) you consider yourself unable or unwilling to change, you will struggle with our system and are unlikely to remain employed.
- 5) Good grooming standards.** Our associates take pride in their appearance and respect our dress code and grooming standards. You will be expected to study and understand our dress code and to show up at work wearing apparel that meets the code. You will also be required to follow our grooming standards in detail. If wearing a uniform, always looking clean and neat, only wearing a minimum of jewelry, or wearing your hair in an acceptable style makes you feel uncomfortable (or you like to show off a tattoo or body piercing), you won't be able to work here. If after you are hired you choose to breach this non-negotiable you will be terminated.
- 6) No violence or drugs.** Our associates are friendly people who do not use drugs. If you have a history of violence, use drugs (you will be required to take a drug test prior to start and may be tested during your employment - so why lie about it?), or drink excessively, please find a job that can better fit you in. If you pass the drug test but are later tested and don't pass, you'll be dismissed immediately. Likewise, if you report to work affected by any substance abuse issue, you will not succeed at the winery.

All of these non-negotiables need to be considered. You need to have all of them, not just some. If you don't score yourself 6/6 please don't turn in the application. You are always more than welcome to be our guest here at Sextant Wines.

*I have read the Sextant Non-Negotiables carefully, and can honestly say I have these six qualities.*

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*Signed: Associate applicant's name*

# Application for Employment at Sextant Wines

PLEASE PRINT LEGIBLY

Date of application \_\_\_\_\_

Name \_\_\_\_\_  
*Last**First**Middle**Social Security No.*

Address \_\_\_\_\_  
*Street, City, State and Zip Code*

Telephone Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Position applying for: \_\_\_\_\_ Full Time / Part Time *Circle one*

Department Applying for:     Winery and Tasting Room     Special Events     Maintenance  
     Deli     Wine Club     Kitchen

Date Available \_\_\_\_\_ Salary/Compensation Desired \_\_\_\_\_

Referral Source:     Advertisement     Associate Referral     Relative  
                                   Walk-in Applicant     Friend     Other \_\_\_\_\_

Are you currently employed?     Yes     No

## Education Data

School	Print full name, city and state for each school	Number of years completed	Degree	Major study
High School				
College				
Graduate School				
Trade, Business, Night				
Other Training or Education				

## Employment History

In the following spaces give a complete record of your employment including periods of unemployment and self-employment, if any. Begin with your most recent employment and work back.

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Employer \_\_\_\_\_ Employed from \_\_\_\_\_ *Mo./Yr.*  
Address \_\_\_\_\_ To \_\_\_\_\_ *Mo./Yr.*  
Telephone \_\_\_\_\_  
Starting position \_\_\_\_\_ Last Position \_\_\_\_\_  
Other positions held \_\_\_\_\_ Name and title of supervisor in last position held  
\_\_\_\_\_  
Starting salary \_\_\_\_\_ Final salary \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Employed from \_\_\_\_\_ *Mo./Yr.*  
Address \_\_\_\_\_ To \_\_\_\_\_ *Mo./Yr.*  
Telephone \_\_\_\_\_  
Starting position \_\_\_\_\_ Last Position \_\_\_\_\_  
Other positions held \_\_\_\_\_ Name and title of supervisor in last position held  
\_\_\_\_\_  
Starting salary \_\_\_\_\_ Final salary \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Employed from \_\_\_\_\_ *Mo./Yr.*  
Address \_\_\_\_\_ To \_\_\_\_\_ *Mo./Yr.*  
Telephone \_\_\_\_\_  
Starting position \_\_\_\_\_ Last Position \_\_\_\_\_  
Other positions held \_\_\_\_\_ Name and title of supervisor in last position held  
\_\_\_\_\_  
Starting salary \_\_\_\_\_ Final salary \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Employed from \_\_\_\_\_ *Mo./Yr.*  
Address \_\_\_\_\_ To \_\_\_\_\_ *Mo./Yr.*  
Telephone \_\_\_\_\_  
Starting position \_\_\_\_\_ Last Position \_\_\_\_\_  
Other positions held \_\_\_\_\_ Name and title of supervisor in last position held  
\_\_\_\_\_  
Starting salary \_\_\_\_\_ Final salary \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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## Additional Questions about Your Employment History

1. May we contact your present employer?  Yes  No      Your previous employers?  Yes  No  
Please identify any exceptions and reasons why we may not contact either your present or any previous employer.
  
2. In order to permit a check of your work and education records, should we be made aware of any change of or assumed name(s) that you previously used?  Yes  No  
If yes, identify your other name(s) and the name(s) of the employers and relevant dates during which you used the name(s).
  
3. Have you ever been terminated, dismissed or forced to resign from any employment?  Yes  No  
If yes, identify name(s) and relevant dates and the reason for action taken against you.

## Personal Traits

Please tell us more about yourself. Please score yourself from 1-5. If you do not agree with the statement, circle 1, if you totally agree with the statement circle 5.

1. Even if I'm having a bad day, it's easy for me to smile and be genuinely kind to others.    1 2 3 4 5
2. It is hard for me to walk into a room of strangers and partake in a conversation.    1 2 3 4 5
3. My friends and family would describe me as outgoing and energetic.    1 2 3 4 5
4. I am an honest person, even if it is something small and wouldn't hurt anyone; I would still tell the truth.    1 2 3 4 5
5. I'm afraid to get my hands dirty, especially if it is not in my job description.    1 2 3 4 5
6. I'm a talker, I love getting to know people and initiating conversation.    1 2 3 4 5
7. I believe in mutual respect and don't like to talk about people behind their back.    1 2 3 4 5
8. I'm a listener; I tend to listen and only speak when spoken to or have something very important to say.    1 2 3 4 5
9. I'm an analytical person. I'm more of a numbers person. I like math. I like working with Excel.    1 2 3 4 5
10. In an organization, the custodians' job is less important than the owners' job.    1 2 3 4 5
11. I'm a creative person. I like writing. I like seeing a concept turn into a product.    1 2 3 4 5
12. I am more productive when I work in a group.    1 2 3 4 5
13. I'm very organized and pay attention to the small details.    1 2 3 4 5
14. I work best as an individual.    1 2 3 4 5
15. My friends and family would describe me as subdued and calm.    1 2 3 4 5
16. My best personality trait would be \_\_\_\_\_
17. My worst personality trait would be \_\_\_\_\_

## General Information

1. Can you perform the functions of the job for which you have applied *without* reasonable accommodation as defined by the American with Disabilities Act (ADA)?  Yes  No
2. Can you perform the functions of the job for which you have applied *with* reasonable accommodation as defined by the American with Disabilities Act (ADA)?  Yes  No
3. Have you ever been convicted of a felony within the last seven (7) years?  Yes  No  
(An affirmative response will not automatically disqualify you from being considered as a candidate for employment.) If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_

4. Are you available to work weekends as requested?  Yes  No
5. Are you available to work between 5:00pm and 11:00pm as requested?  Yes  No
6. Please provide the names of three individuals, not related to you, who have knowledge of your work performance within the last three (3) years.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Telephone \_\_\_\_\_  
Number of years acquainted \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Telephone \_\_\_\_\_  
Number of years acquainted \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Telephone \_\_\_\_\_  
Number of years acquainted \_\_\_\_\_

7. In case of emergency, whom shall we notify?

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_  
Cell phone \_\_\_\_\_  
Business phone \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home phone \_\_\_\_\_  
Cell phone \_\_\_\_\_  
Business phone \_\_\_\_\_

## Skills Summary

Indicate below the kind of skills you have (if appropriate to the position for which you have applied.)

### Office/Sales

- Typing \_\_\_\_\_ wpm
- Telephone reception
- Internet use
- Photocopying equipment
- Wine knowledge
- Fax machine
- Microsoft office  
*Circle Word, Excel, Access, PowerPoint*
- Foreign language  
*Specify*
- Additional software applications  
*Specify*

### Service/Manual

- I can lift and carry a 36 pound case of wine
- I can drive a forklift
- I can carry a beverage and food tray with no problems
- Wine knowledge
- Foreign language  
*Specify*
- Experience with point of sale systems  
*Specify*
- Electrical experience  
*Specify*
- Mechanical experience  
*Specify*

## Skills Summary

I hereby affirm that the information provided on this application (and the accompanying resume) is true and complete to the best of my knowledge, and agree to have any of the statements checked by Sextant. Unless I have indicated to the contrary, I also agree that providing any false or misleading information or significant omissions may disqualify me from further consideration for employment and may result in my immediate termination if discovered at a later date.

I authorize Sextant to conduct a thorough investigation of my past employment and activities, and authorize all references provided in this application, as well as all other individuals whom Sextant contacts, to provide all information they have about me. I acknowledge that:

- a. That an investigative consumer report including a credit report may be requested and may include information bearing on the individual's character, general reputation, personal characteristics and mode of living;
- b. The permissible purpose of the report – i.e. in your situation that the report will be used for employment purposes;
- c. The name, address and telephone number of the investigative consumer reporting agency conducting the investigation will be disclosed to me if I request.
- d. The nature and scope of the investigation requested will be disclosed to me If I request; and
- e. Sextant will file a statement of the individual's right to inspect the files maintained by the investigative consumer reporting agency preparing the report.

Furthermore, I agree to cooperate in such investigation, and release from all liability or responsibility: 1) Sextant; and 2) All persons acting on its behalf, and all persons and entities requesting or supplying such information to Sextant. I understand that if Sextant obtains a credit report, I may receive a copy of the report at the time it is provided to Sextant, at no cost to me.

- I do request a copy of the report     
  I do not request a copy of the report.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law. In consideration of my employment, I agree to conform to the rules and standards of Sextant. As amended from time to time by Sextant in its discretion. I agree that if I am hired, my employment will be terminable at-will, which means that I will not be employed for any specified time, and that I may quit and Sextant may end my employment at any time, without advance notice and without cause. I understand that no employee or representative of Sextant other than Craig Stoller has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing. Further, if I am hired, no one may alter the at-will nature of the employment relationship unless Sextant expresses a clear intent to do so in a specific written agreement signed by both Craig Stoller and me. I understand that, if I am hired, this application shall constitute the terms of my employment contract as an at-will employee of Sextant and it shall supersede any and all prior oral or written representations that may have been made to me.

\_\_\_\_\_  
*Applicant's Signature*

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Birth date*