

# Employment Application

Passport Wines & Spirits LLC, 8855 Main Street, Clarence, NY 14221

Corporate Offices: 4624 Goodrich Road Clarence, NY 14031 Phone: (716) 775-1500 Fax: (716) 775-1505

VARIOUS FEDERAL, STATE AND LOCAL LAWS PROHIBIT DISCRIMINATION BASED ON RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, DISABILITY OR MARITAL STATUS. PASSPORT WINES & SPIRITS, LLC IS AN EQUAL OPPORTUNITY EMPLOYER AND YOUR RESPONSE TO ANY QUESTION WILL NOT BE USED AS A BASIS FOR DISCRIMINATION, BUT WILL BE JUDGED ON ITS RELEVANCE TO THE POSITION YOU ARE SEEKING.

Application Date  
(Month/Day/Year)

## Applicant Data - please print clearly

Date of Interview  
(Month/Day/Year)

How were you referred to us?

Full Name:

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Salary/Hourly Requirements: \_\_\_\_\_

Do you presently have a valid driver's license?  Yes  No

Are you over the age of 18 years?  Yes  No

Are you legally allowed to work in the United States?  Yes  No

Have you ever pleaded guilty/no contest/ been convicted of a felony crime?  Yes  No

If "Yes", please give dates and details:

## Employment Information

Employment Desired: Management: \_\_\_\_\_ Retail Floor: \_\_\_\_\_

Warehouse/Stocking: \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal  Other

Summarize your special skills/qualifications:

Date available to start: \_\_\_\_\_

Are you presently a student?  Full-time  Part-time  Other \_\_\_\_\_

## Education

	Name & Location of School	Years Attended	Did You Graduate?	Subjects Studied
High School				
College				
Trade/Bus.				

<b>School</b>				
<b>Special Classes</b>				
<b>Foreign Language(s) (fluently)</b>				

**Military Service:**    Years of Service \_\_\_\_\_ Branch \_\_\_\_\_  
Rank \_\_\_\_\_

**References (Business only-do not list relatives-indicate if you were employed under a different name)**

<b>Name</b>	<b>Address</b>	<b>Phone #</b>	<b>Years Known</b>

**Previous Employment (begin with most recent position)**

Dates of Employment:    From \_\_\_/\_\_\_/\_\_\_    To \_\_\_/\_\_\_/\_\_\_  
Position(s) Held: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Starting Salary/per Hour/ & Title: \_\_\_\_\_ Ending Salary/per Hour/& Title: \_\_\_\_\_

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

May we contact this employer for a reference?     Yes     No

**Former Employers**

<b>Date Month and Year</b>	<b>Name &amp; Address of Employer</b>	<b>Salary/ Hourly</b>	<b>Position</b>	<b>Reason for Leaving</b>
<b>To:</b> <b>From:</b>				
<b>To:</b> <b>From:</b>				
<b>To:</b> <b>From:</b>				

Please write a short statement on how you have a "passion" for the wine and spirits industry:

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*I certify that my answers are true and complete to the best of my knowledge. I authorize Passport Wines & Spirits, LLC to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.*

*I understand and agree that if employed, the employment will be "at will". That is, either I or Passport Wines & Spirits, LLC may end the employment relationships at any time, for any reason or for no reason. I understand that receipt of this application by Passport Wines & Spirits LLC does not imply employment and that this application and/or any other Passport Wines & Spirits, LLC documents are not contracts of employment.*

*In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

*Signature of Applicant:* \_\_\_\_\_ *Date:* \_\_\_\_\_