



Rusty Nail Winery and Tasting Room  
218 W. Muskogee Avenue  
Sulphur, OK 73086  
www.rustynailwinery.com

## Qualities for Success

Personal qualities are often just as important as workplace skills. At the Rusty Nail Winery, we celebrate individual differences, and are happy to let you use your creativity to do your job well. However, there are six "non-negotiable" qualities you must have to work at the Rusty Nail. You are the best person to tell us if you possess the qualities necessary for successful employment. We want your job here to be fun and rewarding. We know that happy employees lead to happy customers. We will compensate you competitively, treat you with respect, give you responsibility, train you, and support you in any way that we can. However, you must fit within our team and workplace culture. All associates are employed on an at-will basis which means that they may be dismissed or may resign, with or without cause at any time.

Job skills can be learned with training and experience, but personal qualities cannot be taught and are part of who you are. Please read these carefully and tell us honestly whether you possess all of these qualities.

### 1. Respect

Rusty Nail associates have respect for co-workers and guests. Respect means we treat others with care and consideration. If you can't control your temper, or are moody or irritable when things don't turn out the way you like, you will have a problem respecting others. If you resent being told what to do, have issues with authority, or cannot treat others with courtesy and kindness, you won't be successful at the winery.

### 2. Integrity

Our associates have a high degree of integrity. Integrity means to be honest and truthful, even when no one is watching. If you sometimes cheat "just a little", don't think it is wrong to help yourself to a bottle of wine, comp or undercharge on wine, food or merchandise, you will be terminated immediately from your position.

### 3. Punctuality

Rusty Nail associates are punctual and reliable. We recognize that some jobs are more flexible than others, but our service standards require that you show up on time, ready to work, every time. If you are occasionally a little late, sometimes leave a bit early, or do not have reliable transportation, you may have problems with punctuality, which will result in termination.

### 4. Work Ethic

Rusty Nail associates possess a good work ethic, are eager to learn, and flexible in their attitude and outlook. As part of our training program and during the course of your career, you will learn many new things. To be successful, you must be open to new ideas, be able to multitask, and adapt working hours, as needed. You must also be able to work independently, as well as part of a team, depending on the situation. If you do not like to learn new things, or are unable or unwilling to change, you will struggle at our company and are unlikely to remain employed.

### 5. Good Grooming and Personal Hygiene

Our associates take pride in their appearance, respect our dress code, and possess good grooming standards. You must arrive at work wearing clothing that meets the dress code. You must also follow our grooming standards in detail. If you have excessive tattoos or piercings, we ask that you cover them while on duty. If wearing a uniform, always looking clean and neat, wearing a minimum of jewelry, or wearing your hair in an acceptable style makes you uncomfortable; you will not be able to work here.

### 6. No Violence or Drugs

Our associates are friendly people who do not use drugs. All employees are required to take a drug test prior to employment and may be tested during employment. If you have a history of violence or criminal offense, use drugs, or drink excessively, you are not eligible for employment. If you pass the initial drug test but are later tested and do not pass, you will be dismissed immediately. Likewise, if you report to work affected by any substance, or abuse alcohol or other substances while at work, you will be dismissed.

All these non-negotiable qualities for success need to be considered. A quality applicant will 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 welcome to be our guest here at the Rusty Nail.

I have read the above list and can attest that I possess all of these personal qualities for successful employment.

---

Associate Applicant's Signature

# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date of application: \_\_\_\_\_  
*Last First Maiden*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Pay Rate Per Hour: \$ \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Are you currently employed? YES  NO

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

### Additional Questions and General Information

1. May we contact your present employer? YES NO  
   
Please identify any exceptions and reasons why we may not contact your present employer: YES NO

---

2. In order to permit a check of your work and education records, should we be made aware of any changes of or assumed name(s) that you previously used?

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:

---

4. Can you perform the functions of the job for which you have applied without reasonable accommodation as defined by the Americans with Disabilities Act (ADA)? YES NO

5. Are you available to work weekends as requested? YES NO

6. Are you available to work standard operating hours as requested? YES NO

7. In case of an emergency, whom shall we notify?  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

### Personal Qualities

Please tell us more about yourself. Please score your response 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 honest, even if it's 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 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 Excel. 1 2 3 4 5
10. In an organization, the custodian's job is less important than the owner's 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 am 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

### Skills Summary

Indicate which of the skills below you currently have:

- Microsoft Office
- Foreign Language (Please specify: \_\_\_\_\_)
- Internet Use
- Experience with point of sale system (POS)
- Wine Knowledge
- Sales/retail experience
- Food preparation
- Food handling
- I can lift and carry a 36 pound case of wine
- I can carry a beverage or food tray with ease

### Disclaimer and Signature

*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 verified by the Rusty Nail Winery. 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 Rusty Nail Winery to conduct a thorough investigation of my past employment and activities, and authorize all references provided on this application, as well as all other individuals whom the Rusty Nail Winery contacts, to provide all information they have about me. I acknowledge that:*

- a) *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 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) *The Rusty Nail Winery 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) The Rusty Nail Winery; and 2) All persons acting on its behalf, and all persons and entities requesting or supplying such information to the Rusty Nail Winery. I understand that if the Rusty Nail Winery obtains a credit report, I may receive a copy of the report at the time it is provided to the Rusty Nail Winery, at no cost to me.*

*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 US citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment will 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 the Rusty Nail Winery. As amended from time to time by the Rusty Nail Winery at 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 a specific time, and that I may quit and the Rusty Nail Winery may end my employment at any time, without advance notice and without cause. I understand that no employee or representative of the Rusty Nail Winery other than an owner 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 the Rusty Nail Winery expresses and clear intent to do so in a specific written agreement signed by the winery owners and myself. I understand that, if I am hired, this application shall constitute terms of my employment contract as an at-will employee of the Rusty Nail Winery and it shall supersede any and all prior oral or written representations that may have been made to me.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

DOB: \_\_\_\_\_