



# Application for employment

1 North Pack Square  
Asheville, NC 28801  
biltmore.com

- Biltmore
- Biltmore™ For Your Home

- Biltmore Estate Wine Company
- Inn on Biltmore Estate

**PLEASE PRINT PLAINLY**

Date of Application: .....

Position(s) applied for: 1. ....  
 2. ....  
 3. ....

Minimum pay rate expected: ..... Have you worked for Biltmore in the past?  Yes  No If so, when?.....

How did you learn about employment opportunities with Biltmore?

Newspaper: ..... Friend: .....

Radio: ..... Relative: .....

Web Site: ..... Employment Security Commission: .....

**PERSONAL**

Last Name: ..... First Name: ..... Middle Name: .....

Telephone: ..... E-mail Address: .....

Present Address: Street ..... Apt. # .....

City ..... State ..... Zipcode .....

Are you currently employed?  Yes  No On what date are you available for work? .....

**A NOTICE TO ALL JOB APPLICANTS**

After reviewing your application, if you are selected as a candidate, the application process will include:

- At least one interview with Biltmore
- Reference and background checks

An offer of employment is conditional upon the result of a urine drug screen, a security background check, reference checks, and—for certain positions—a physical examination, credit report, and/or driving record report prior to the commencement of employment.

The following information is requested in order to help us make the best possible placement within The Biltmore Company. All portions of this application pertaining to you must be completed. The Biltmore Company, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental disability, or arrest record.

**RECORD OF EDUCATION**

	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Diploma or Degree
High School or GED	.....		1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	.....		2		
	.....		3		
	.....		4		
Vocational/ Technical	.....		1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	.....		2		
	.....		3		
	.....		4		
College	.....		1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	.....		2		
	.....		3		
	.....		4		
Grad School	.....		1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	.....		2		

**REFERENCES**

Name of Contact: .....  Professional  Personal

Name of Business: ..... City .....

State ..... Zip ..... Telephone: .....

Name of Contact: .....  Professional  Personal

Name of Business: ..... City .....

State ..... Zip ..... Telephone: .....

Name of Contact: .....  Professional  Personal

Name of Business: ..... City .....

State ..... Zip ..... Telephone: .....

Name of Contact: .....  Professional  Personal

Name of Business: ..... City .....

State ..... Zip ..... Telephone: .....

**LIST BELOW ALL PRESENT AND PAST EMPLOYMENT. START WITH PRESENT OR MOST RECENT EMPLOYER.**

Company Name: .....	Telephone: .....
Address: .....	Type of Business: .....
Name of Supervisor: .....	Employed From: Month ..... Year .....
Reason for Leaving: .....	Employed To: Month ..... Year .....
Describe the work you did: .....	Starting Salary/Wage: .....
.....	Last Salary/Wage: .....

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Reason for Leaving: .....	Employed To: Month ..... Year .....
Describe the work you did: .....	Starting Salary/Wage: .....
.....	Last Salary/Wage: .....

Do you have any other experiences, skills, or qualifications that you feel qualify you for work at Biltmore? .....

.....

Please list any friends or relatives working for Biltmore: .....

<p><b>If required by position, are you available to:</b></p> <p>Work on Saturdays? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Work on Sundays? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Work on holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State/No. ....</p> <p>Do you have a valid commercial driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you legally eligible for employment in the U.S.A.? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If required, can you travel for work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Have you ever been terminated or asked to resign by an employer?  Yes  No

If so, please explain: .....

Have you been convicted of, pleaded guilty to, or pleaded no contest to a misdemeanor, alcoholic beverage, or controlled substance offense in the past three years?  Yes  No

If so, please explain: .....

Have you been convicted of, pleaded guilty to, or pleaded no contest to a felony offense in the past seven years?  Yes  No

If so, please explain: .....

(Conviction will not necessarily disqualify applicant from employment)

PLEASE READ AND SIGN THE FOLLOWING

I certify that the information contained in my application for employment with Biltmore, Biltmore Estate Wine Company, Biltmore™ For Your Home, or the Inn on Biltmore Estate (hereinafter referred to as The Biltmore Company) is true and complete to the best of my knowledge and belief.

I understand that any misrepresentation, omission, or false statement in any detail made by me in connection with the application or any related document that is deemed material by The Biltmore Company shall be cause for disqualification from further consideration for hire or for dismissal after employment has begun.

I understand and agree that all information furnished in my application and all attachments may be verified by The Biltmore Company or its authorized representative. I hereby authorize all individuals and organizations named or referred to in my application and related documents and any law enforcement organization to give The Biltmore Company all information relative to such verification and hereby release such individuals, organizations, and The Biltmore Company from any and all liability for any claim or damage resulting there from. I hereby acknowledge that I have been informed by The Biltmore Company that The Biltmore Company may seek to obtain a consumer report and/or investigative report that will include personal information about me, including but not limited to, education and employment history, work references, driving record, credit history, drug testing, and criminal convictions, in order to assist The Biltmore Company in making certain

employment decisions. I further acknowledge notification by The Biltmore Company that reports may be provided to The Biltmore Company by other firms subcontracted for that purpose. I, my heirs, assigns and legal representatives, hereby release and fully discharge The Biltmore Company, its affiliated companies and the respective officers, directors, employees, and agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against The Biltmore Company, its affiliated companies and the respective officers, directors, employees, agents or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations.

Further, I agree that, if employed, I will conform my conduct to The Biltmore Company's rules and regulations and understand that, unless otherwise specifically agreed to in writing, my employment can be terminated with or without cause, and with or without notice, at any time, at either The Biltmore Company's option or my option. I also understand that any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract.

I hereby acknowledge that I have read and understand each of the above statements.

Print Name: .....

Signature:.....

Social Security Number: .....

Date .....