

Employment Application

SYLVAN DALE GUEST RANCH *Fine Horses, Fine Guests, Fine Staff*

2939 N. County Rd. 31D
Loveland, CO 80538
Phone: (970) 667-3915
Fax: (970) 635-9336
E-mail: ranch@sylvandale.com

Sylvan Dale Ranch is an Equal Opportunity Employer. All candidates will be evaluated on the basis of their qualifications for the job in question. Federal and/or State law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status. Please advise us if any accommodations are required to assist you in the application process.

Date of Application: _____	Social Security Number _____
Name _____	E-mail _____
Permanent Address	Current Address
_____	_____
_____	_____
Phone _____	Phone _____

Seasonal Employees: Please give careful consideration to your dates of availability allowing sufficient time to return home or to school at the end of your season.

Dates available: Start Date _____ **End Date** _____

JOB OVERVIEW

The following jobs are all important at Sylvan Dale Ranch. Please prioritize in order of preference those areas where you think you could make the greatest contribution. Write a short statement on each telling why, including experience, skills, talents. Please attach an additional page if more space is required.

- | | | | |
|----------------------------|-----------------------------|-------------------------|-------------------------------------------|
| ___ Cook | ___ Facilities/Housekeeping | ___ Farming/Irrigation | ___ Building Maintenance |
| ___ Baker | ___ Laundry | ___ Wrangler | ___ Front Desk/Reception |
| ___ Kitchen Helper | ___ Gardening | ___ Vehicle Maintenance | ___ Group Sales |
| ___ Food & Beverage Server | ___ Grounds/Landscaping | | ___ Children's counselor
(summer only) |
| ___ Bartender | | | |

Applying for: Full Time _____ Part Time _____

What are your salary or wage expectations: _____

EDUCATIONAL DATA:

**Highest Level
Completed**

**Currently
Enrolled?**

- High School _____
- College _____
- Trade or Business _____

EMPLOYMENT HISTORY

In the following spaces give a complete record of your employment, Begin with present or most recent employer first. Attach a supplementary sheet if necessary. If enclosing a resume, please fill this form out in its entirety.

1. Employer Name _____

Address _____

Phone Number _____ Immediate Supervisor _____

Position _____ Employed from _____ to _____

Wage _____ Reason for leaving _____

2. Employer Name _____

Address _____

Phone Number _____ Immediate Supervisor _____

Position _____ Employed from _____ to _____

Wage _____ Reason for leaving _____

3. Employer Name _____

Address _____

Phone Number _____ Immediate Supervisor _____

Position _____ Employed from _____ to _____

Wage _____ Reason for leaving _____

Additional Inquiries Concerning Employment History

May we contact your present employer? Yes No Previous employers? Yes No
Please identify any exceptions and reasons for not contacting

In order to permit a check of your work and education records, should we be made aware of any changes of name or assumed named that you previously used? Yes No
If yes, identify names and relevant dates.

Have you ever been dismissed or forced to resign from any employment? Yes No
If yes, please explain: _____

If employment is offered, can you provide appropriate documentation establishing your identity and legal right to work in the U.S.? Yes No
(Valid documentation for proof of identity may be a passport, driver's license, state issued ID card. Documentation for right to work may be a social security card, birth certificate, certificate of U.S. citizenship, permanent resident ID card.)

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

Have you ever been convicted of a misdemeanor or felony? (Exclude only non-moving traffic violations) Yes No
(an affirmative response will not automatically disqualify you from being considered as a candidate for employment)
If yes, explain _____

Have you served in the United States Armed Forces? Yes No
Date served _____

Do you use any of the following: Tobacco _____ Drugs _____ Alcohol _____

Are you able to work any day of the week, any time of day, and all holidays as requested? Yes No

Do you have dependable transportation? Yes No

Have you ever worked on a guest ranch or resort? Yes No
If yes, where? _____

What travel experience do you have?

Do you speak any foreign languages?

Why have you applied for work at Sylvan Dale Ranch?

How did you hear about job openings (i.e. newspaper ad, Larimer County Workforce, website)?

APPLICANT'S STATEMENT

I hereby affirm that the information on this application (any accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify if discovered at a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information, regardless of content.

Any time after a conditional offer of employment or during employment, if hired, I authorize any physician or health care provider to release information advising the Ranch: (1) Whether I am currently able to perform the specific job for which I am being considered or employed with or without reasonable accommodation and the basis for such conclusion; and (2) Whether I can perform the job with or without posing direct threat to the health or safety of myself or others.

In consideration of my employment, I agree to comply with the policies, rules, regulations and procedures of Sylvan Dale Ranch and understand that my employment is terminable-at-will and can be terminated with or without cause or notice, at any time, at the option of either Sylvan Dale Ranch or me. I understand and agree that this application, should I be hired, does not create any contractual rights in favor of me or Sylvan Dale Ranch, including contractual rights to employment or in the terms and conditions of my employment. I further understand that no manager or representative of Sylvan Dale Ranch, other than the Owner/Manager as any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to any Ranch policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the Owner/Manager.

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 U. S. 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.

I understand and agree that, if employed, I may be required to submit to alcohol or drug screening tests in the event of a workrelated accident, or for cause, at the discretion of the Ranch. I further understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.

Signature of Applicant _____ Date _____