

# Triple Creek Ranch

## Application for Employment

**Triple Creek Ranch is a drug free work environment.**

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone# (\_\_\_\_) \_\_\_\_\_ Mobile/Other Phone #(\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Referral Source (Please check the appropriate category and name the source.)

- Walk-in \_\_\_\_\_
- Employee \_\_\_\_\_
- Advertisement \_\_\_\_\_
- Company's Website \_\_\_\_\_
- Other Internet \_\_\_\_\_

- School \_\_\_\_\_
- Job Fair \_\_\_\_\_
- Staffing Agency \_\_\_\_\_
- Government Agency \_\_\_\_\_
- Other \_\_\_\_\_

If necessary, best time to call you at home is.....  AM  PM  
No

Will you travel if the job requires it?.....  Yes  No

May we contact you at work?.....  Yes  No

If they have been explained to you, are you able to meet the attendance requirements of the position?.....  N/A  Yes  No

If **yes**, work number and best time to call:  
(\_\_\_\_) \_\_\_\_\_ : \_\_\_\_\_  AM  PM

Will you work overtime if required?.....  Yes  No

If **no**, please explain \_\_\_\_\_

Have you submitted an application here before?...  Yes  No

Driver's license number required if driving may be required in the job for which you are applying:  
\_\_\_\_\_ State: \_\_\_\_\_

If **yes**, give date(s) and position(s) \_\_\_\_\_

Have you ever been bonded:.....  Yes  No

Have you ever been employed here before?.....  Yes  No

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

If **yes**, give dates From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?.....  Yes  No

Are you legally eligible for employment in this country?.....  Yes  No

If yes, please provide date(s) and details \_\_\_\_\_

Date available for work..... \_\_\_\_/\_\_\_\_/\_\_\_\_

What is your desired salary range or hourly rate of pay?  
\$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:  FullTime  Part-time  
 Educational Co-Op  Seasonal  Temporary

Will you relocate if the job requires it?.....  Yes  No

**AN EQUAL OPPORTUNITY EMPLOYER**

# Employment History

Triple Creek Ranch is a drug free work environment.

Starting with your most recent employer, provide the following information.

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Starting job title/final job title \_\_\_\_\_

Immediate supervisor and title (for most recent position held) \_\_\_\_\_

May we contact for reference?  Yes  No  Later

Why did you leave? \_\_\_\_\_

Summarize the type of work performed and job responsibilities \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were the things you liked least about this position? \_\_\_\_\_

Month / Year to Month / Year

Dates employed: \_\_\_\_\_

**Compensation (Starting)**

Hourly  Salary | \$ \_\_\_\_\_ per \_\_\_\_\_

Commission/Bonus/Other \$ \_\_\_\_\_

**Compensation (Final)**

Hourly  Salary | \$ \_\_\_\_\_ per \_\_\_\_\_

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Starting job title/final job title \_\_\_\_\_

Immediate supervisor and title (for most recent position held) \_\_\_\_\_

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Month / Year to Month / Year

Dates employed: \_\_\_\_\_

**Compensation (Starting)**

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Commission/Bonus/Other \$ \_\_\_\_\_

**Compensation (Final)**

Hourly  Salary | \$ \_\_\_\_\_ per \_\_\_\_\_

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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Dates employed: \_\_\_\_\_

**Compensation (Starting)**

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**Compensation (Final)**

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Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Starting job title/final job title \_\_\_\_\_

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Month / Year to Month / Year

Dates employed: \_\_\_\_\_

**Compensation (Starting)**

Hourly  Salary | \$ \_\_\_\_\_ per \_\_\_\_\_

Commission/Bonus/Other \$ \_\_\_\_\_

**Compensation (Final)**

Hourly  Salary | \$ \_\_\_\_\_ per \_\_\_\_\_

## Employment History (continued)

**Triple Creek Ranch is a drug free work environment.**

Explain any gaps in your employment, other than those due to personal illness, injury or disability. \_\_\_\_\_

If not addressed on previous page, have you ever been fired or asked to resign from a job?.....Yes No

If **yes**, please explain \_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses or certificates that may assist you in performing the position for which you are applying.

**Computer Skills:** (Check appropriate boxes. Include software titles and years of experience).

Word Processing \_\_\_\_\_ Years: \_\_\_\_\_ Internet \_\_\_\_\_ Years: \_\_\_\_\_

Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_ Other: \_\_\_\_\_ Years: \_\_\_\_\_

Presentation \_\_\_\_\_ Years: \_\_\_\_\_ Other: \_\_\_\_\_ Years: \_\_\_\_\_

E-mail \_\_\_\_\_ Years: \_\_\_\_\_ Other: \_\_\_\_\_ Years: \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		Diploma <input type="checkbox"/> _____ Degree <input type="checkbox"/> _____ Certification <input type="checkbox"/> _____ GED <input type="checkbox"/> _____ Other <input type="checkbox"/> _____		
		Diploma <input type="checkbox"/> _____ Degree <input type="checkbox"/> _____ Certification <input type="checkbox"/> _____ GED <input type="checkbox"/> _____ Other <input type="checkbox"/> _____		
		Diploma <input type="checkbox"/> _____ Degree <input type="checkbox"/> _____ Certification <input type="checkbox"/> _____ GED <input type="checkbox"/> _____ Other <input type="checkbox"/> _____		

## References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of years known

## Applicant Statement

### **Triple Creek Ranch is a drug free work environment.**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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