

ELKHORN RANCH
27000 W Elkhorn Ranch Road ... Tucson, Arizona 85736
520-822-1040 ... office@elkhornranch.com ... www.elkhornranch.com

APPLICATION FOR EMPLOYMENT

Please feel free to attach a separate sheet of paper to answer longer questions!

PLEASE ATTACH A RESUME

PERSONAL INFORMATION

First and last name:
Email address:
Phone number(s):
Emergency contact name:
Emergency contact phone number:
Current address (street or PO Box, city, state, zip, country):

JOB RELATED INFORMATION

Earliest date you can begin employment:

Latest date to end employment:

Referral Source:

Coolworks.com
 Dude Ranch Association
 Elkhorn Ranch Website
 Employee referral
 Ranch guest referral
 Other

Have you reviewed the Elkhorn Ranch Covid-19 strategy at our website: [Https://elkhornranch.com/covid-care](https://elkhornranch.com/covid-care)

Yes
 No

Are you willing to commit to working with the Elkhorn Ranch staff to implement the strategy, both during work hours and as part of living at the ranch?

Yes
 No

Do you have questions about our strategy?

Yes
 No

If yes, please let us know what your questions are so we can follow up with you about them.

Job Choices (please indicate #1, #2, and #3 choice) ~ please note that not all jobs may be available!

- _____ Barn: Horseback guide / farrier
- _____ Food and Beverage: Dining room server
- _____ Food and Beverage: Kitchen assistant
- _____ Food and Beverage: Afternoon / evening chef
- _____ Food and Beverage: Breakfast cook / baker
- _____ Housekeeping: Housekeeper
- _____ Housekeeping: Swing
- _____ Operations / Office
- _____ Maintenance/Grounds/Driving

Please feel free to attach an extra sheet to answer these questions:

Why do you want to work at the Elkhorn and what are you hoping to gain from the experience?

Other special skills: Summarize the skills and experience that make you a good candidate for Elkhorn Ranch and the jobs that interest you?

Special interests:

EDUCATION INFORMATION

High School: Please provide the school name, city, state, number of years you attended and the year you graduated.

College: Please provide the school name, city, state, number of years you attended and the year you graduated.

Additional Education, Experience or Training: Please tell us about any additional experience such as a graduate program, military service, trade or vocational school, etc. Please also tell us about any applicable training such as First Aid/CPR Training, Wilderness First Aid, etc.

EMPLOYMENT HISTORY

In the following spaces, please provide a complete record of your employment history. Begin with present or most recent employer first. Indicating "see resume" is not acceptable, but we do encourage you to supplement this application with a complete resume in addition to completing this section.

Most recent employer

Company:

Mailing address:

Phone number:

Start date:

End date:

Position Title:

Job duties:

Supervisor's name:

Supervisor's email and/or phone:

Reason for leaving:

Second most recent employer

Company:

Mailing address:

Phone number:

Start date:

End date:

Position Title:

Job duties:

Supervisor's name:

Supervisor's email and/or phone:

Reason for leaving:

Third most recent employer

Company:

Mailing address:

Phone number:

Start date:

End date:

Position Title:

Job duties:

Supervisor's name:

Supervisor's email and/or phone:

Reason for leaving:

PROFESSIONAL REFERENCES

Please provide a minimum of 3 professional references and up-to-date contact information

Reference 1

Name:

Occupation:

Relationship:

How long have you known this person:

Phone number:

Email address:

Reference 2

Name:

Occupation:

Relationship:

How long have you known this person:

Phone number:

Email address:

Reference 3

Name:

Occupation:

Relationship:

How long have you known this person:

Phone number:

Email address:

JOB SPECIFIC QUESTIONS ~ Please answer only for the jobs you've applied for! *Attach a separate piece of paper!*

Barn: Horseback guide / farrier only

Do you have horseback guiding experience? Circle YES NO

Please describe:

Do you have horseshoeing experience? Circle YES NO

Please describe:

Do you have horse packing experience: Circle YES NO

Please describe:

We know this is a sensitive question, but for our horses' health and safety we have a 250lb weight limit for staff and riders. To be considered for this position, please provide your weight:

Please comment about what you think will be important about managing Covid-19 in a guiding / horseback environment. If you have had experiences that inform your thoughts, please feel free to share them (+ and/or -).

Kitchen assistant only

If you have worked in a professional kitchen or dining setting, describe a few of the key things you've learned that help the work go smoothly and be done well. If you haven't worked in this setting, tell us why you think you'd be good at the work.

Please comment on your experiences with the Covid-19 situation in the work place? Do you have any questions for us about this topic?

Housekeeper / Swing / Server only

When you go to a lodging facility of some sort, or any place offering hospitality, what do you notice and value about the service provided to you?

If you have worked professionally as a housekeeper / server, describe a few of the key things you've learned that help the work go smoothly and be done well. If you haven't worked in this setting, tell us why you think you'd be good at this work.

Please comment on your experiences with the Covid-19 situation in the work place? Do you have any questions for us about this topic?

Afternoon / evening chef

Describe your culinary style and special interests.

Describe describe your experience with choosing recipes and menu development, and tailoring each to dietary preferences.

Describe your leadership and management style.

Please comment on your experiences with the Covid-19 situation in the work place? Do you have any questions for us about this topic?

Maintenance / grounds / driving

Describe your skills in the areas of electricity, plumbing, carpentry, welding, driving machinery, and any other skills or special interests.

Describe experience with grounds keeping and/or gardening.

Describe driving experience associated with work (not personal driving).

Breakfast cook / baker

Please describe your short-order breakfast cooking experience. If you haven't done this role professionally, tell us why you think you'd be good at this work.

Please describe your baking experience and special interest. If you haven't baked professionally, tell us why you'd be good at this work.

Operations / Office

When you go to a lodging facility of some sort, or any place offering hospitality, what do you notice and value about the service provided to you?

Please comment on your work experience in hospitality and how you could use your experience to help our operation manage the Covid-19 situation.

Please tell us about your own experiences (postive and/or negative) with handling the impact of Covid-19 in the workplace.

Hiking Guide

Describe your outdoor experience and things that you are curious about?

What does a guide actually do to keep people safe and help them enjoy their experience?

Have you had an experience where you administered first aid? If so, what did you learn from the experience? If you haven't, how would you handle a situation requiring first aid?

Please comment about what you think will be important about managing Covid-19 in the work environment. If you have had experiences that inform your thoughts, please feel free to share them (+ and/or -).

CERTIFICATION / AUTHORIZATION *Circle Y (yes) or N (no)*

- If employment is offered, can you provide documentation to verify your identity and right to work in the United States? Y or N
- Are you at least 18 years of age? (You must be at least 18 years of age to live and work at the Elkhorn? Y or N
- Are you at least 21 years of age? (You must be at least 21 years of age to serve alcohol.) ? Y or N
- All of the positions at the Elkhorn regularly require staff to pitch in and help with physical tasks. Are you able to bend, kneel, lift and also carry 50 lbs? Y or N
- I understand that working at Elkhorn entails living and working on the property and working a combination of evening and weekend shifts? Y or N
- May we contact your present employer? Y or N
- May we contact your previous employers? Y or N
- Please identify any reasons for not contacting.

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the employer to investigate any information, including my employment history, education background, credit history and record of criminal convictions that it believes is relevant to my employment application. My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer. I understand that false information, omissions, misleading information or misrepresentation given in my application or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of employment. I understand that if employed, my employment will be at will and that I will not have a contract for employment nor a guarantee of employment. The Employer is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws. My acceptance authorizes the employer to conduct a criminal background check on me. I have read this application carefully and have provided the above information accurately.

Signature:

Today's date: