

EMPLOYMENT APPLICATION

Date of Application: _____

CHECK DESIRED WORK LOCATION:

- Double B Ranch & Resort
 Hidden Springs Golf Course
 Beaux Hickey's Pavilion

ZERO tolerance drug/alcohol policy. Pre-employment & Random Drug Testing. All new hires: Six month probation period.

APPLICANT INSTRUCTIONS:

Please use black ink and print clearly. Your signature is required on the application, page 3.

SPECIAL NOTE:

The law prohibits discrimination because of age, race, color, sex, religion, national origin, and citizenship, and requires reasonable accommodations in the case of persons with disabilities.

PERSONAL INFORMATION

NAME (Last)	(First)	(Middle)	(Jr., Sr., etc.)	Social Security Number
ADDRESS (Street & No.)				Phone Number
(City)	(State)	(Zip Code)		Alternate Ph. Number
ARE YOU 18 YEARS OF AGE OR OLDER?		TYPE OF EMPLOYMENT REQUESTED		
<input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Part Time: _____ hrs p/wk <input type="checkbox"/> Full Time <input type="checkbox"/> Summer <input type="checkbox"/> Weekends Only		
DESCRIBE THE POSITION/TYPE OF EMPLOYMENT YOU DESIRE				Date Available:

REHIRE STATUS: Have you ever worked for the Double B Ranch before? No Yes

If yes, indicate under what name and when: _____

INDICATE REFERRAL SOURCE

*SPECIFY NAME OR REFERRAL SOURCE

- Contacted on Own
 Newspaper *
 State Employment Agency

 Employee*
 Another Company*
 Other*

EDUCATION & SKILLS

Education (Circle highest year completed): High School: 1 2 3 4 College: 1 2 3 4 Graduate: 1 2 3 4						
SCHOOL OR INSTITUTION NAME & LOCATION (Include Trade, Technical, Correspondence or Military)	ATTENDED		MAJOR SUBJECTS	OVERALL GRADE POINT AVERAGE	DEGREE TYPE	DATE RECEIVED OR EXPECTED
	FROM	TO				
	Mo./Yr.	Mo./Yr.				

List any Farm or Ranching experience (ie. Chain saw, Pneumatic tool usage).

List types of Heavy Machinery operated and Total Number of Hours Logged (ie. Bulldozer, 100 hrs; Mower 200 hrs).

List any Certifications, Licenses or Achievements obtained and the Date received.

List any Foreign languages (read, write, speak). Include Braille and Sign Language.

List any other applicable Skills/Experience/Abilities that might benefit the job you desire.

EXPERIENCE & EMPLOYMENT HISTORY

List all jobs, activities, and other experience, including volunteer work, part-time employment while in school, U.S. Military Service, and self-employment for the past 7 years. Also list significant experience prior to this period beginning with the most recent. (NOTE: A resume is not a substitute for completion of this section.)

COMPANY NAME (Present or Most Recent)		ADDRESS (Street, City, State, Zip Code)	
SUPERVISOR (Name, Title)		YOUR JOB TITLE	
JOB DUTIES			
FROM (Mo./Yr.)	TO (Mo./Yr.)	BASE RATE \$ _____ Per _____	REASON FOR LEAVING
May we contact your present employer for references? <input type="checkbox"/> No <input type="checkbox"/> Yes		May we contact you at your present place of employment? <input type="checkbox"/> No <input type="checkbox"/> Yes	
		If yes, please provide a current telephone number.	

COMPANY NAME		ADDRESS (Street, City, State, Zip Code)	
SUPERVISOR (Name, Title)		YOUR JOB TITLE	
JOB DUTIES			
FROM (Mo./Yr.)	TO (Mo./Yr.)	BASE RATE \$ _____ Per _____	REASON FOR LEAVING
May we contact your former employer for references? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, please provide a current telephone number.	

COMPANY NAME		ADDRESS (Street, City, State, Zip Code)	
SUPERVISOR (Name, Title)		YOUR JOB TITLE	
JOB DUTIES			
FROM (Mo./Yr.)	TO (Mo./Yr.)	BASE RATE \$ _____ Per _____	REASON FOR LEAVING
May we contact your former employer for references? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, please provide a current telephone number.	

COMPANY NAME		ADDRESS (Street, City, State, Zip Code)	
SUPERVISOR (Name, Title)		YOUR JOB TITLE	
JOB DUTIES			
FROM (Mo./Yr.)	TO (Mo./Yr.)	BASE RATE \$ _____ Per _____	REASON FOR LEAVING
May we contact your former employer for references? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, please provide a current telephone number.	

UNEMPLOYMENT PERIODS

If there are any unemployment periods of a month or more between school, military, or employed periods during the last 7 years, please list below: dates, names and addresses of persons other than relatives who can confirm this information.

FROM (Mo./Yr.)	TO (Mo./Yr.)	NAME (Last, First, Middle)	ADDRESS (City, State, Zip Code)

REFERENCES

List individuals and at least (1) technical job reference who are familiar with your skills and abilities. Do not list relatives or supervisors previously noted under the employment section.

NAME (Last, First, Middle)	ADDRESS (City, State, Zip Code)	AREA CODE/TELEPHONE NUMBER

MEMBERSHIPS

List any business or industry societies or associations you have belonged to in the past 7 years. (Exclude those which indicate race, color, religion, sex, national origin or ancestry).

EMERGENCY CONTACTS

List names, relationship and telephone numbers of two people that can be reached in the case of an emergency.

CRIMINAL HISTORY

Have you ever been convicted under your current name or any other name of: Circle & initial: YES or NO _____
(1) a felony, or (2) within the past 5 years of a misdemeanor which resulted in imprisonment? (Note: conviction is not necessarily a bar to employment.) If YES, give date, court, nature of offense and disposition below.

DATE	COURT	NATURE OF OFFENSE	DISPOSITION

**PLEASE READ THE FOLLOWING CAREFULLY.
REVIEW YOUR APPLICATION, THEN SIGN AND DATE.**

NOTE: All job offers are contingent on your furnishing proof of your authorization to work in the U.S. You must also be able to show that you are in one of the following five categories: (1) U.S. citizen or national (2) permanent resident alien (3) temporary resident alien (4) refugee (5) asylee.

- (1) I certify that the answers I have given to the foregoing questions and statements are true and correct, without mental reservation of any kind, and I authorize the Double B Ranch to verify them; and
- (2) If I obtain employment resulting from this Application, I agree to comply with all orders, rules, regulations, policies and procedures of the Company; and
- (3) I acknowledge that this Application is for employment of indefinite duration that can be terminated with or without cause and notice at any time, either by the Double B Ranch or me; and
- (4) I understand that no member of management, or other official or agent of the Double B Ranch has authority to make any agreement (oral, written or implied) or other representations contrary to item (2) above. However, the Owner of the Company can do so in written agreement signed by the Owner and me; and
- (5) If required, I agree to submit to a physical examination which may include a test for alcohol and illegal drugs; and
- (6) I also authorize my former employers and educational institutions to give any information they have regarding me. I release them and their organizations from all liability for any damage whatsoever for issuing the same; and
- (7) If hired, a copy of my most recent pay stub and evidence of my highest degree may be required prior to start date; and
- (8) If upon investigation, anything in this Application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of employment.

APPLICANT – PLEASE SIGN & DATE HERE

SIGNATURE

DATE

REQUIRED BEFORE SUBMITTING. Attach your resume, three written recommendations (2 business related, one friend) and copies of proof of claims hereto (college transcripts, certificates, workshops, other credentials).