

Please fill this out, save it, then email this document to us at kdiamondk@yahoo.com as an attachment.



Application for Employment

(This Document is in a Fill in format. Please type your answers, save and email back as an attachment.)

Applicants for employment are considered without regard to race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, disability, status as a veteran or being a member of the Reserves or National Guard.

Email a copy of your resume and cover letter along with this application.

The application form must be filled out to be considered for employment.

PLEASE PRINT ALL INFORMATION CLEARLY	Date of Application:
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Name		Maiden Name (if married)
Current Street Address		
City, State, Zip		
Permanent Street Address		
City, State, Zip		
Phone Number		
E-Mail Address		
Skype Address		

How did you find us?:

Advertisement	<input type="checkbox"/>	duderanch.org	<input type="checkbox"/>	kdiamondk.com	<input type="checkbox"/>	Other
Walk-In	<input type="checkbox"/>	Friend/Relative	<input type="checkbox"/>	Website:	<input type="checkbox"/>	

POSITIONS

We have several types of positions available at the K Diamond K Guest Ranch. Please choose which you one(s) you are qualified for and your dates of availability:

1 st Choice		2 nd Choice		3 rd Choice	
Start Date:		End Date:		Year Round	

Available Positions: Cook, Kitchen, Housekeeping, Ranch Hand/Maintenance, Office/Reception, All around, Wrangler. *(Many of our positions may be a crossed trained depending on the number of staff & guests we have. You may be hired as a Wrangler, but may also be cross-trained as a housekeeper for our busy or slow times.)*

Year Round: Many of our positions extend year round. Eligibility for these positions will be determined by work ethic and success while at the ranch. *(As we do not ride in the winter months Wrangler positions end in the fall typically November)*

(Proof of authorization to work and of your identify will be required upon employment)

Please answer the following questions by checking one of the boxes with an X	YES	NO
Are you under 18?		

Have you filed an application here before?		
Have you ever been employed here before? If yes, when?		
Are you employed now?		
May we contact your present employer?		
May we contact your previous employers?		

Do you have a valid driver's licenses? Yes___ No___

If no explain.

Have you ever been convicted of a crime? Yes___ No___

If yes explain.

School	Name/City/State of School	Degree	Year of Completion
High School			
Undergraduate School			
Graduate/Professional			

Supplemental Information:

- 1. What talents/skills do you have that could be used on a guest ranch?
(Play an instrument, sing, horseshoeing, vehicle maintenance, cooking skills, and hospitality skills, etc.)

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- 2. Would you be willing to “entertain our guests” one – two nights a week, if needed?
If Yes, Please explain how you could contribute:

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- 3. What personal qualities do you have that would make you an excellent guest ranch employee?

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- 4. Why do you want to work for the K Diamond K Guest Ranch?

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- 5. How does your past experience relate to the guest ranching business?

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- 6. Explain what working as part of a team means to you.

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- 7. What are things you do to ensure high quality customer service interactions?

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- 8. Do you know anyone who has been a guest or an employee here?

If so, please list their names	Yes	No

References (Please do not list relatives)

1 Name	Phone	Email	
Address	City	State	Zip
2 Name	Phone	Email	
Address	City	State	Zip
3 Name	Phone	Email	
Address	City	State	Zip

Work Experience - IF YOU HAVE SUPPLIED A RESUME – PLEASE LIST CONTACT NAME, PHONE NUMBER AND COMPENSATION. Start with your present or last job. Include any job-related military service assignments and volunteer activities.

1

Employer	Dates Employed	Work Performed
Address		
Telephone	Hourly Rate/Salary	
Job Title	Starting	
Supervisor	Final	
Reason for Leaving		May We Contact?

2

Employer	Dates Employed	Work Performed
Address		
Telephone	Hourly Rate/Salary	
Job Title	Starting	
Supervisor	Final	
Reason for Leaving		May We Contact?

3

Employer	Dates Employed	Work Performed
Address		
Telephone	Hourly Rate/Salary	
Job Title	Starting	
Supervisor	Final	
Reason for Leaving		May We Contact?

Any final comments as to why you would be an excellent addition to our staff?

It is my understanding that this employment application, or the granting of an interview over Skype or an oral interview, does not represent a contract of employment or a promise of future benefits by this company/organization. I understand and agree that if hired, my employment may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this company/organization.

AGREEMENT: I certify that the information on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities, and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

Signature of Applicant: (If filling this out on the computer, by typing your full name, you are agreeing to this)	Date:
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Created Spring 2017