

NORTH FORK GUEST RANCH

HI!

We sure are glad that you are interested in summer work at our ranch. North Fork is a great place to spend the summer, meet new people, work hard and have lots of fun. If you enjoy serving people, your time here will prove to be an invaluable experience.

Our ranch is a people serving business, we do not hire people merely to get a job done. You will be expected to give totally of yourself sharing with and caring for our guests. Your time will be devoted to fulfilling our guests' needs. Your help and devotion is the key to our success in providing our guests with the best vacation of their lives.

Here are a few of the personal qualities you should consider before applying at North Fork:

- 1) Do you love people?
- 2) Do you love to work? Ranch work does not fall into the typical 8 hour day.
- 3) Are you willing to learn and try new things?
- 4) Are you flexible and willing to help out any time, anywhere and do anything, even if it is not "your job"?
- 5) Are you enthusiastic and excited about other people enjoying **THEIR** vacation?
- 6) Would you involve yourself in the basic ranch objective of making our guests' stay at North Fork a great experience?
- 7) Do you like to constantly try and improve your performance even when you already do something well?
- 8) Do you like making a job that can become a little repetitive, fun and interesting each time?

You should also know that we do not tolerate the use of narcotics or illegal drugs, we do not allow drinking under the age of 21 and we do not allow staff to smoke on ranch property. We do expect certain standards regarding personal appearance and we do maintain a dress code.

In our business we expect a lot of our staff and have several rules in order to maintain good operations. If you think you would be interested in being a part of North Fork and are willing to devote 3 or more months to the ranch and our guests, please complete the enclosed application form. It must be filled out completely, including phone numbers and zip codes.

Our guest ranch season starts early May and does not end until the second week of September. We do though have positions available from April to November. Please give us your earliest arrival and latest departure date. It is helpful to us if you can come be mid-May, and stay thru the end of August of later.

We look forward to hearing from you,

P.O. Box B
Shawnee, Co 80475
303-838-9873
Fax 303-838-1549
Email: info@northforkranch.com

Dean and Karen May

NORTH FORK GUEST RANCH

EMPLOYMENT APPLICATION

PLEASE RETURN BY MAIL.

PLEASE: Attach a recent photo here or arrange for a personal interview

Name _____
Present address _____
City _____ State _____
Phone _____ Zip _____
Home Address _____
City _____ State _____
Phone _____ Zip _____
E-mail Address _____
Today's Date _____

PERSONAL DETAILS (optional)

Birth Date _____ Sex _____ Height _____ Weight _____ Shirt Size _____
Drivers Lic. # _____ Issuing State _____ Can you drive a standard shift _____
Are you a U.S. citizen _____ Marital Status _____ Religious Preference _____
Any physical impairments _____ Explain _____

EMPLOYMENT DETAILS

Position applying for _____ Dates Available _____ TO _____
Salary expected (in addition to room and board) _____
What prompted contact with North Fork Ranch _____

EDUCATION

School presently attending _____ Major _____
Future planned education and / or occupation _____
Grade point Ave. _____ Honors, memberships or clubs _____
What portion of college expenses are you paying _____

SPECIAL INTERESTS / QUALITIES

Books / magazines you enjoy reading _____
What instruments or entertaining can you do _____
List your hobbies and interests which qualify you above others to fill the position you are applying for.
Please circle those you feel confident to teach. _____

Please list three of your strengths as a person. _____

Please list three of your weaknesses as a person. _____

Typical ranch work is **NOT** 9 to 5. It requires long days with lots of physical exertion, early mornings and late nights. Please state how you are prepared to withstand the pressures of hard work, long hours and intense public exposure. _____

PLEASE include with this application a brief essay concerning what you personally have to offer as an employee, the reason for applying, what you expect to receive, what qualifies you above all other applicants and why we should hire **YOU**. This is your chance to sell yourself...

WORK EXPERIENCE: List any previous employment, starting with your most recent job giving complete addresses and zip codes. Failure to complete these as instructed will result in rejection of application.

Name of employer _____
Address _____
Phone # _____ Contact _____ Fax # _____
Job description _____
Optional e-mail address _____

Name of employer _____
Address _____
Phone # _____ Contact _____ Fax # _____
Job description _____
Optional e-mail address _____

Name of employer _____
Address _____
Phone # _____ Contact _____ Fax # _____
Job description _____
Optional e-mail address _____

CHARACTER REFERENCES: not relatives or former employers.

Name _____ Occupation _____
Address _____
Phone # _____ Relationship _____ Fax # _____
What qualifies this person to recommend you _____
Optional e-mail address _____

Name _____ Occupation _____
Address _____
Phone # _____ Relationship _____ Fax # _____
What qualifies this person to recommend you _____
Optional e-mail address _____

Thank you for your job application. If hired, these will be the conditions under which you will work. The work day begins between 6 am and 7:30 am depending on your position, and ends when your chores have been thoroughly completed. Some afternoons and evenings are free to enjoy the ranch facilities or spend as you wish. We employ approx. 20 collage age students each year who room together in dormitory (bunkhouse) style quarters . You will be required to comply with our dress code and the rules stated and agreed upon in the attached staff agreement.

Please return this application, along with your signed staff agreement, photo and brief essay by mail. We hire our staff family very carefully as they are important to us and our guests. It takes a few weeks to process your application and references. If you truly are interested in North Fork Ranch, don't hesitate to follow up on your application as we will receive hundreds for only a few positions.

To: North Fork Ranch
P.O. Box B
Shawnee, CO. 80475

With your signature below, you are authorizing us to contact all references listed here on and to investigate your driving record and / or legal background.

Please, if under 18, you must apply with parental consent. _____

Please note; North Fork Guest Ranch Inc. reserves the right to require a drug test prior to, or during your employment .

SIGNATURE: _____

NORTH FORK GUEST RANCH

STAFF AGREEMENT

rev 07

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- 1) **NO** illegal drugs, narcotics, marijuana or drug related paraphernalia permitted. **Please note:** North Fork Ranch reserves the right to require a drug test prior to and / or during your employment.
 - 2) Staff is **NOT** permitted to smoke on ranch property.
 - 3) **NO** drinking if under the age of 21. **THIS IS THE LAW.** If over 21, drinking is only allowed after working hour, in moderation and not in the presence of guests. Those over 21 are **NOT** permitted to obtain or provide minors, (either staff or guests) with alcohol.
 - 4) Romantic involvement's between staff and guests is **NOT** permitted.
 - 5) Romantic interaction between staff members is strongly discouraged and forbidden in the public eye and during working hours. Staff relationships will **NOT** interfere in any way with ranch operation or your job performance.
 - 6) Staff will **NOT** sleep in or reside in the staff quarters of the opposite sex.
 - 7) Ranch horses, vehicles, tools, supplies and / or other ranch equipment is **NOT** to be used for personal purposes without specific permission
 - 8) Except on days off, staff is **NOT** to leave the ranch without the specific permission of Dean, Karen or the supervisor in charge. You are on call 24/6.
 - 9) North Fork ranch reserves all rights to change the departure date of an employed staff member.
 - 10) Any falsification to a time sheet or meal plan will result in immediate dismissal.

I have read the above stated rules, I understand them, I agree to abide by them, and will help encourage other staff members to do the same. I understand that these rules are for my safety, protection and the safety and comfort of others around me, as well as the smooth operation of the ranch. **I further understand that if I violate any of the above stated rules, I will be subject to immediate dismissal with no other warning and will forfeit my portion of the staff bonus program to the remaining staff members.**

Signature: _____ Date _____
