

NORTH FORK GUEST RANCH

HI!

Thank you for your interest in working at North Fork 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:

Do you love people?

Do you love to work? Ranch work does not fall into the typical 8 hour day.

Are you willing to learn and try new things?

Are you flexible and willing to help out any time, anywhere and do anything, even if it is not "your job"?

Are you enthusiastic and excited about other people enjoying **THEIR** vacation?

Would you involve yourself in the basic ranch objective of making our guests' stay at North Fork a great experience?

Do you like to constantly try and improve your performance even when you already do something well?

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 or later.

We look forward to hearing from you,

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

Dean and Karen May

NORTH FORK GUEST RANCH

EMPLOYMENT APPLICATION

PLEASE RETURN BYMAIL.

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

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. _____ P

Please list three of your weaknesses as a person. _____ T

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 not apply without 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 RANCH
Staff Policies

- 1) **Drugs.** ABSOLUTELY NO illegal drugs, narcotics, marijuana, or drug-related paraphernalia is permitted on North Fork Ranch or in any of its equipment. The following conduct by Employees is also prohibited on any premises owned, leased, or used by North Fork Ranch and any place while Employee is performing services for North Fork Ranch: 1) the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or 2) having detectable amount of a controlled substances in the Employee's system. If, in management's opinion, reasonable suspicion exists that an Employee is in violation of this policy, the Employee may be required to submit to testing for a controlled substances. Some of the circumstances that might provoke reasonable suspicion testing are evidence of repeated errors on the job, unsatisfactory time or attendance patterns, slurred speech, loss of balance, odor drugs, presence of drug-related paraphernalia, irregular work pace, decline in productivity, mood swings, trembling, disorientation, aggressive behavior, drowsiness or sleeping, restlessness or hyperactivity. Reasonable suspicion for testing may also exist if other individuals have first-hand knowledge relating to Employee's violation of this policy and report this to North Fork Ranch.
- 2) **Smoking.** Employees **are not** permitted to smoke on Ranch property or in Ranch equipment.
- 3) **Alcohol.** Employees under 21 are not permitted to drink alcohol. If over 21 years old, an Employee may only drink alcohol if it is after work hours, in moderation, and not in the presence of guests. Finally, those over 21 are not permitted to obtain or provide minors (either staff or guests) with alcohol.
- 4) **Co-Worker Dating.** It is North Fork Ranch's policy to ensure that the work environment is free from conflicts of interest created by dating, cohabitation, or other intimate relationships between supervisors and their subordinates or between employees where one is responsible for auditing the other. Furthermore, Staff will not sleep in or reside in the staff quarters of the opposite sex.
- 5) **North Forth Ranch's Property.** North Fork Ranch's horses, vehicles, tools, supplies, and/or ranch equipment is not to be used for personal purposes without specific permission from North Fork Ranch management.
- 6) **Work-Related Injury.** An Employee must verbally report an injury or disease immediately. WARNING: If you are injured on the job, written notice of your injury must be delivered to North Fork Ranch within four working days after the accident, pursuant to SECTION 8-43-102(1), Colorado revised status. Alcohol and Drug testing may be required if the Employee's own actions or omissions could possibly have caused the accident that led to injury. Failure to report the injury and to timely submit to testing, if required, could result in discipline or discharge. Upon reporting the injury, North Fork

Ranch will provide the Employee the names of the two designated medical providers in writing. Employees must designate their choice of a treating physician when presented with the list of treating physicians. Employees are allowed to make a one-time change between the two options. Employee must submit an approved Division of Worker's Compensation form to North Fork Ranch and Worker's Compensation insurance provider in writing within 90 days of the injury to make a change between the two designated medical providers.

- 7) **Equal Employment Opportunity.** There shall be no unlawful discrimination or harassment against Employees or applicants for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, or military status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination. Any Employee who is subjected to or who observes conduct that the Employee honestly believes is in violation of this policy should report it to Karen or Dean May. This includes conduct by co-workers, guests, supervisors, management, officers or directors, agents, clients, suppliers or others encountered during the course and scope of your employment. It is North Fork Ranch's desire to maintain a professional working environment and to prevent any unlawful discrimination or harassment in employment. Employees are strongly advised that they should not quit employment because of conduct that violates this policy rather than reporting such conduct. Please give North Fork Ranch management a reasonable opportunity to investigate and correct any violations of this policy. Upon receiving a report of conduct that may violate this policy, North Fork Ranch will investigate the circumstances and take appropriate action. An Employee engaging in any unlawful discrimination or harassment against another Employee or non-employee, as set forth above, shall be subject to disciplinary action that may include termination, demotion, or suspension, or whatever disciplinary action North Fork Ranch deems appropriate under the circumstances. Employees may be disciplined or discharged for unprofessional conduct in violation of this policy, even if the conduct is not so severe or pervasive that it is unlawful conduct.
- 8) **Employment Policies.** These Policies contain guidelines for employees regarding personnel issues. These Policies are not intended to create and shall not be construed to create a contract between employees and North Fork Ranch, either expressed or implied. They may be changed at the discretion of North Fork Ranch without prior notice to or approval by employees. Only Dean May has authority to modify these Policies and those modifications must be in writing and signed by Dean.
- 9) **Employment At-Will.** All employment with North Fork Ranch is at-will, meaning that either the employee or employer may terminate the employment relationship at any time with or without cause or prior notice. Nothing contained in these Policies is intended to change or can be interpreted as changing this basic nature of the employer-employee relationship, nor can the verbal or written statements by supervisors or other management change the fact that employment with North Fork Ranch is at-will.

I have read the above stated rules and policies, I understand them, I agree to abide by them, and will 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 discipline, up to and including termination of employment.

Signature _____
Date _____

North Fork Ranch
“Code of ethics”

I am the host

I have a “how can I help you” attitude

I am here to serve the guests and help them reconnect in their lives

I will respect myself, my co-workers and my guests.

I will demonstrate good moral values and choices

I will present myself professionally both in appearance and behavior

I will embody the mission statement of North Fork Ranch

I will genuinely greet each guest with a smile and greeting, always

I have been carefully selected to do my job. I am the best one to do my job and I will perform my duties to the best of my abilities respecting the guidance from my supervisors and employer.

I will thank my guests for allowing me the opportunity to serve them and share myself with them.

My handshake is as good as my word, and as good as my promise.

Service is my gift.

Signature: _____

NORTH FORK RANCH

Mission Statement:

“Excellence creates exceptional memories”

Our Purpose:

**To provide compassionate, unprecedented service to our guests
To be the best we can be each day
To respect ourselves, each other, our guests and the environment we live in
To provide families the opportunity to reconnect with themselves and nature
To anticipate the needs of our guests and provide for those needs
To welcome guests into our lives**

Who we are:

**We believe that what we do does make a difference
We greet each day, each guest and each other with a smile and genuine
greeting, always
We absorb the peace and beauty that the Colorado Rockies has to offer**

**This is not just another ranch, This is North Fork Ranch.
We are a leading ranch in the industry and we have high standards of hospitality.
We welcome our guests into our home.**

**We hold ourselves accountable to a high level of excellence and service.
You are North Fork Ranch**