

**Please Return to:** Coffee Creek Ranch INC.  
HC2 Box 4940  
Trinity Center, CA 96091

**PLEASE SEND A RECENT PICTURE**

**EMPLOYMENT APPLICATION**

**Instructions:** Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. **Please print or type.**

**\*\*\*PLEASE FILL IN ALL COLORED SPACES\*\*\***

Date:  SS#:

Name:   
Last First Middle

Present Address:   
Street, Route, or P.O. Box City State Zip

Permanent Address:   
Street, Route, or P.O. Box City State Zip

Driver's License #:  State:  Phone #:

Are you related to anyone in our employ? Yes  No

Referred By:

Are you at least 18 years of age? Yes  No

If hired, can you present evidence of US citizenship or your legal right to live and work in this country?  
Yes  No

**You must be able to meet legal age requirements for employment.**

**Employment Desired and Availability:**

Position:  Date Available:  Salary Desired:

Please Check one: Seasonal  Split Season  Part Time  Date Must Leave

Are you employed now? Yes  No

May we inquire of your present employer? Yes  No

Have you ever applied to this company before? Yes  No  When?

Are you available for weekend work? Yes  No

Can you work all the regular days & hours? Yes  No

There are no set hours. Some days you may work more hours than others however, your hours balance out. Will this present a problem?

**Educational Background:**

Last Grade Completed: 1  2  3  4  5  6  7  8   
(place "X" next to grade) 9  10  11  12  13  14  15  16

High School:  Where:   
Name City State

Did you graduate? Yes  No  Year:   
If not, do you have a GED? Yes  No

College:  Where:   
Name City State

Did you graduate? Yes  No  Year:

Degrees:  In What:

Subjects Studied:

Any other courses or Research?

Graduate School:

Skills:

Business Machines: (which & proficiency)

Computers:  Programs:

Foreign Languages:  Speak:  Write:  Read:

(For the following please exclude organizations, the name or character of which indicates the race, creed, sex, marital status, age, color, or national origin of its members.)

Activities & Hobbies:

Membership in Professional or Civic Organizations:

**Military Service:**

Have you been, or are you now, a member of the U.S. Armed Forces? Yes  No

If so, which branch?

Rank of Entrance:  At Discharge:

Length of Service:  Discharge Date:

Service schools attended:

What skills were acquired while in the military?



**Questionnaire:** Due to the fact we will be unable in most cases to interview in person; please answer these questions to help us get to know you better. Understand that you are not required to answer any questions you feel are an invasion of your privacy or may interfere with equal opportunity employment laws.

1. Would you consider yourself outgoing? \_\_\_\_\_ Shy? \_\_\_\_\_ Moderate? \_\_\_\_\_
2. Do you like people? \_\_\_\_\_ Do you like Children? \_\_\_\_\_
3. Have you ever worked with the public? \_\_\_\_\_ Where? \_\_\_\_\_
4. Do you have First Aid training? \_\_\_\_\_ Expiration Date: \_\_\_\_\_
5. Do you have CPR training? \_\_\_\_\_ Expiration Date: \_\_\_\_\_
6. Do you drink? \_\_\_\_\_ Do you smoke? \_\_\_\_\_
7. Do you or have you ever had a drinking problem or drug problem? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
8. Your job may require associating with the guest during many activities (helping entertain at bonfires, socializing with them at meals or other activities.) will this present a problem? \_\_\_\_\_  
\_\_\_\_\_
9. Please tell us anything about yourself that may help us make our decision easier. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“I certify that the information given on this application and in any other supporting documentation, resume, or interview is true and correct. I understand that any false information, willful or negligent misrepresentation, or failure to disclose any requested information constitutes sufficient grounds for Coffee Creek Ranch to terminate my employment without notice. I further understand that after an interview, Coffee Creek Ranch will send additional forms for a pre-employment investigation to determine my suitability for employment. I further understand that Coffee Creek Ranch will adhere to applicable state and federal status concerning the securing of information and the handling, utilization, and release of information obtained in the pre-employment investigation. I further understand that I may be required to pass an employment physical including a drug test and this application serves as my consent to such. I acknowledge by my signature that I have read and understand these statements.”

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

-----**FOR OFFICE USE**-----

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Neatness: \_\_\_\_\_ Ability: \_\_\_\_\_  
Personality: \_\_\_\_\_  
References Checked: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hired: \_\_\_\_\_ Position: \_\_\_\_\_ Wages: \_\_\_\_\_  
Due to Start: \_\_\_\_\_ Date to End: \_\_\_\_\_  
Quit: \_\_\_\_\_ Fired: \_\_\_\_\_ Laid Off: \_\_\_\_\_ WHY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_