



Employment Policies and Release Form

There is a number of R-Ranch in the Sequoias Owners Association (ROA) policies that an applicant needs to know about and agree to before being employed. There are also a number of activities that the ROA may want to instigate as part of the review and investigation of the appropriate background information on an applicant. The purpose of this document is to present these policies and investigative activities to the applicant to ensure that they are understood and agreed to at the time the application is submitted. We, therefore, ask that you please read, complete, and sign this form before you complete the Application for Employment.

Policies

Among the policies that have been adopted at the ROA are the following that we believe are important for an applicant to know in advance of employment. These are listed below. Your signature on this Release Form indicates that you have read, understand, and would agree to operate under these policies if employed at R-Ranch.

1. I hereby understand and acknowledge by my signature on this document that the employment relationship with R-Ranch in the Sequoias is of an “at will” nature. “At will” employment means that the employee may resign at any time and the employer may discharge employee at any time, with or without cause, regardless of the date of payment of your wages and salary. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
2. This firm is an equal employment opportunity employer and does not discriminate because of age, sex, race, color, national origin, disability, or religious preference.
3. R-Ranch is a drug and alcohol free workplace. To ensure worker safety and integrity of the workplace, R-Ranch prohibits the illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace by its employees, or those who engage or seek to engage in business with R-Ranch. Offers of employment, therefore, may be conditioned on a physical examination, including a screening for all illegal drugs.
4. Smoking is not permitted inside the buildings at R-Ranch. For the safety and health of its employees, R-Ranch is committed to smoke-free buildings.
5. An offer of employment must originate from the Ranch Manager or Board of Directors of the ROA.



Employment Application Form

Personal Information

Full Name: _____ SS #: _____

Address: _____ City: _____ State: _____ Zip _____

Telephone #: _____ Driver's License # / State _____

Employment Desired

Position(s) applying for: 1 _____ 2 _____

Date you can begin: _____ Salary Desired _____

Are you currently employed? Yes No

If yes, may we contact employer? Yes No

Employment Sought: Full Time Part Time

Can you, at the time of employment, submit verification of your legal right to work in the United States?
Yes No

Education

High School Location _____ Graduate? Yes No

College Location _____ Graduate? Yes No

Major _____

College Location _____ Graduate? Yes No

Major _____

Trade/Business/ Graduate School _____ Location _____

Graduate? Yes No

Major _____

Employment Application Form (Continued)

What are your career goals? _____

Where did you get the information about the position? _____

Employment History ---- List most recent first

Company Name: _____ Supervisor _____

Last Position _____ Address _____

City, State, Zip _____ Telephone # _____

Dates of employment _____ Responsibilities _____

Reason for leaving _____

Company Name: _____ Supervisor _____

Last Position _____ Address _____

City, State, Zip _____ Telephone # _____

Dates of employment _____ Responsibilities _____

Reason for leaving _____

Company Name: _____ Supervisor _____

Last Position _____ Address _____

City, State, Zip _____ Telephone # _____

Dates of employment _____ Responsibilities _____

Reason for leaving _____

Company Name: _____ Supervisor _____

Last Position _____ Address _____

City, State, Zip _____ Telephone # _____

Dates of employment _____ Responsibilities _____

Reason for leaving _____

References – List 3 individuals (not related to you) who are familiar with your work-related skills

Name _____ Name of Company _____

Company Address _____

Telephone # _____ Years Acquainted _____

Name _____ Name of Company _____

Company Address _____

Telephone # _____ Years Acquainted _____

Name _____ Name of Company _____

Company Address _____

Telephone # _____ Years Acquainted _____