

RETIREMENT RANCHES, INC
2221 DILLON ST.
CLOVIS, NM 88101

APPLICATION FOR EMPLOYMENT

(Please Print Plainly)

PERSONAL INFORMATION

Date _____

Name _____ Social Security No. _____
Last First Middle Initial

Present address _____ Telephone No. _____
Street

City _____ State _____ Zip _____

Permanent Address (if different from Present Address) _____ Telephone No. _____
Street

City _____ State _____ Zip _____

Position(s) applied for _____ Rate of pay expected \$ _____

Would you work Full-Time Yes No Part-Time Yes No Specify days and hours if part time _____

List Volunteer or Community Service Positions (work) which you feel are related to the position for which you are applying: _____

Briefly state any special skills or qualifications you have which you feel are related to the position for which you are applying.

Were you previously employed by us? Yes No If yes, when? _____

List any friends or relatives working for us _____
Name Relationship

Name Relationship

Have you ever been convicted of a crime? Yes No (Note: Conviction of a criminal offense will not necessarily preclude your employment.)

If yes, describe in full: _____

If your application is considered favorably, on what date will you be available for work? _____ 20 _____

Person to be notified in case of accident or emergency

Name Relationship

Address Telephone Number

City _____ State _____ Zip _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study or Major Field	Circle Last Year Completed				Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	List Diploma or Degree
			9	10	11	12		
High School								
College								
Other (Specify)								

MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes No If yes, what branch? _____

Dates of Duty: From / / To / / Rank at Discharge _____
Month Day Year Month Day Year

List duties in the service including special training _____

PERSONAL REFERENCES (Do Not Include Relatives or Former Employers)

Name and Occupation	Address	Phone Number

EMPLOYMENT RECORD
(List All Present and Past Positions, Beginning with Most Recent)

	Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Weekly Starting Salary	Weekly Ending Salary	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
1.									
2.									
3.									
4.									
5.									
6.									

Have you ever been bonded? Yes No If yes, on what jobs? _____
 May we contact the employers listed above? Yes No If not, indicate by number which one(s) you do not wish us to contact _____

This institution does not discriminate in hiring or in any other decision on the basis of race, color, sex, citizenship, national origin, ancestry, Vietnam era veteran status, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.

I voluntarily give this institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information. I consent to take the physical examination and such future physical examinations as may be required by this institution at such times and places as the institution shall designate. I understand that an offer of employment may be contingent on passing the physician examination which relates to the essential duties I would be required to perform.

I understand that my employment is at will and that either party is free to terminate the employment relationship at any time without cause. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

If employed, I will be required to complete an Employment Verification Form (I-9) and within three days show satisfactory evidence of identity and eligibility for employment.

 Signature of Applicant

 Date

APPLICANT - Do NOT Write on This Page

FOR INTERVIEWER'S USE

INTERVIEWER	DATE	COMMENTS

FOR TEST ADMINISTRATOR'S USE

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

REFERENCE CHECK

Position No. on Page 3	RESULTS OF REFERENCE CHECK	Position No. on Page 3	RESULTS OF REFERENCE CHECK
1		4	
2		5	
3		6	

DISPOSITION

UNDER CONSIDERATION		EMPLOYED: <input type="checkbox"/> PERMANENT <input type="checkbox"/> PART-TIME		
Possible Work Location(s)	Possible Position(s)	Location & Position	Wage Rate	Date

Informed Consent Form

Application Policies:

1. We do not hire everyone who applies.
2. We may not interview you today. We may or may not call you another day for an interview.
3. We do not always make hiring decisions instantly. Depending upon the number of applicants, decisions may take several days.
4. Hiring decisions are based on a number of factors. We do not discuss the reasons for our hiring decisions with applicants, regardless of whether or not they are hired.
5. We will call you if we have a job for you.
6. We are an Equal Opportunity Employer. The race, color, national origin, gender, religion or qualified disability of an applicant does not play a role in hiring decisions.
7. I agree to keep the contents of this Survey confidential and will not share the Survey questions with anyone.

I have read, understand and agree to comply with these policies. I affirm that the information I provide about myself on application forms, on surveys, tests, and during interviews is true and correct. I understand that the information I provide will be used in making hiring decisions, I consent to it being used for this purpose, and I hereby waive any claims that I have, or might have, regarding the use of this information for hiring decisions.

Your Signature: _____

Today's Date _____

TO: All Potential Job Applicants

FROM: Doyle Harris, Administrator

DATE: February 12, 2014

SUBJECT: Drug Testing Policy

Retirement Ranches, Inc. is committed to providing a safe work environment and to fostering the well being and health of its employees. That commitment is jeopardized when any Retirement Ranch employee illegally uses drugs on the job, comes to work under their influence, possess, distributes or sell drugs in the workplace. Therefore, Retirement Ranch, Inc. has established the following policy:

- It is a violation of company policy for any employee to possess, sell, trade or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job.
- It is a violation of company policy for anyone to report to work under the influence of illegal drugs.
- It is a violation of the company policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
- Violations of this policy are subject to disciplinary action up to and including termination.

OFFERED EMPLOYMENT

All job applicants at Retirement Ranches, Inc. will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. This company will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment test may initiate another inquiry with the company after a period of no less than six months, but must present themselves drug-free.

Retirement Ranch, Inc. has adopted testing practices to identify employees who use illegal drugs either on or off the job. It shall be a condition of employment for all employees to submit to drug testing under the following circumstances:

- When there is reasonable suspicion to believe that an employee is using illegal drugs.
- When employees are involved in on-the-job accidents where personal or damage to company property occurs.
- As part of a follow-up program to treatment for drug abuse.

Please read, sign and date. This form must be returned with application. If form is not returned signed and dated, application will not be considered for employment.

Signature

Date

TO: All Potential Job Applicants

FROM: Doyle Harris, Administrator

DATE: February 12, 2014

SUBJECT: Fingerprinting

Retirement Ranch, Inc. is committed to providing a safe work environment and to fostering the well-being and health of its Residents, employees, and visitors.

No caregiver may be employed by Retirement Ranch unless the caregiver first has submitted to a request for a nationwide criminal history screening prior to the beginning employment in accordance with procedures established by regulation by the departments of health and public safety or unless the caregiver has submitted to a nationwide criminal history screening and has been cleared within the previous twelve months.

The following felony convictions disqualify an applicant or caregiver from employment as a caregiver with Retirement Ranch:

- Homicide
- Trafficking controlled substances
- Kidnapping, false imprisonment, aggravated assault or aggravated battery
- Rape, criminal sexual penetration, criminal sexual contact, incest, indecent exposure or other related sexual offenses
- Crimes involving adult abuse, neglect or financial exploitation
- Crimes involving child abuse or neglect; or
- Robbery, larceny, extortion, forgery, embezzlement, credit card fraud, or receiving stolen property

OFFERED EMPLOYMENT

All job applicants at Retirement Ranches, Inc. will undergo fingerprinting as a condition of employment. Any applicant with a confirmed positive result will be denied employment.

Upon receipt by the department of health of the results of the applicant's or caregiver's nationwide criminal history screening, the department of health shall give notice to the submitting care provider whether or not the applicant or caregiver has a disqualifying conviction of a crime specified above.

Please read, sign and date. This form must be returned with application. If form is not returned signed and dated, application will not be considered for employment.

Signature

Date