



JJJ WILDERNESS RANCH
PO BOX 310 ~ AUGUSTA, MONTANA 59410
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www.triplejranch.com

JOB APPLICATION

PERSONAL INFORMATION

NAME: _____ DATE: _____
HOME ADDRESS: _____
SCHOOL ADDRESS: _____
To which address shall we send correspondence: { } School { } Home
PHONE NUMBERS: _____ SOCIAL SECURITY #: _____
EMAIL ADDRESS: _____
DATE OF BIRTH: _____ *(You must be at least 18 years old to work at JJJ Wilderness Ranch)*
CAN YOU VERIFY YOUR LEGAL RIGHT TO WORK IN THE U.S.? _____
DO YOU HAVE A VALID DIVER'S LICENSE? _____
Driver's License Number: _____ Driver's License State: _____ Driver's License Expiration: _____
In the last 3 years have you received a ticket for a moving violation or been involved in a traffic accident? _____ If yes, explain: _____
Has your license ever been suspended or revoked? _____ If yes, explain: _____
Have you ever been convicted of and/or pled no contest to a felony? _____ If yes, explain: _____
HOW DID YOU FIND OUT ABOUT EMPLOYMENT OPPORTUNITES WITH THE TRIPLE J? _____

APPLICATION INFORMATION

EARLIEST DATE AVAILABLE FOR EMPLOYEMENT: _____
MUST LEAVE BY WHAT DATE: _____
FIRST DESIRED JOB CHOICE: _____
SECOND CHOICE: _____
ARE YOU APPLYING WITH A FRIEND? { } Y { } N ; WILL YOU ACCEPT THE JOB IF YOUR FRIEND ISN'T HIRED? _____

EDUCATION

HIGH SCHOOL NAME & LOCATION: _____
Dates Attended: _____ { } Graduated
COLLEGE, TECHNICAL OR CULINARY SCHOOL: _____
Major Field or Degree Received: _____
Dates Attended: _____ { } Graduated
DO YOU HAVE A CURRENT CPR AND/OR FIRST AID CARD? _____
If so, date of expiration: _____

WORK EXPERIENCE - LIST MOST RECENT & APPLICABLE EMPLOYMENT EXPERIENCE

Please be thorough and specific. We do not hire without checking references! Use additional page if necessary

CURRENT OR MOST RECENT EMPLOYER: _____
ADDRESS: _____
TELEPHONE: _____ CONTACT PERSON & EMAIL: _____
DATES OF EMPLOYMENT: _____
WAGE: _____
POSITION: _____ RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

SECOND EMPLOYER: _____
ADDRESS: _____
TELEPHONE: _____ CONTACT PERSON & EMAIL: _____
DATES OF EMPLOYMENT: _____
WAGE: _____
POSITION: _____ RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

THIRD EMPLOYER: _____
ADDRESS: _____
TELEPHONE: _____ CONTACT PERSON & EMAIL: _____
DATES OF EMPLOYMENT: _____
WAGE: _____
POSITION: _____ RESPONSIBILITIES: _____

REASON FOR LEAVING: _____
CHARACTER REFERENCE: (non-relative)
NAME: _____ TELEPHONE: _____
ADDRESS: _____

The JJJ Wilderness Ranch is an equal opportunity employer and selects the best qualified individuals for the job based on job-related qualifications regardless of race, color, sex, religion, age, or disability. I certify that all information provided on this application and other papers is correct to the best of my knowledge, and that if it should be found that any information presented is untruthful, or omission of fact either on this application or during the hiring process, it may jeopardize my hiring, or if hired, I may be terminated for it.

I understand that this document does not constitute an employment contract. I understand that if hired, my employment is at-will, and that my employment and compensation can be terminated with or without cause, and with or without notice at any time. If hired, I will abide by the Staff Policy Manual of JJJ Wilderness Ranch.

I voluntarily consent to authorize any individual, company or institution with whom I have been associated with in any capacity to furnish direct to JJJ Wilderness Ranch their record of my services, my reason for leaving their employ, whatever information they may have with respect to my character and reputation, and any other information they have concerning me, whether it is a matter of record or not. I release and agree to hold harmless the individual, company or institution for all liability for any damage whatsoever incurred in furnishing such information. To accept these terms, sign full name and today's date.

APPLICANT SIGNATURE

DATE

Kid's wrangler application

THE FOLLOWING QUESTIONS ARE A WAY FOR US TO GET TO KNOW YOU BETTER, AS A PERSONAL INTERVIEW IS OFTEN NOT POSSIBLE. PLEASE INCLUDE A RECENT PICTURE.

What experience do you have in Western riding?

Do you have any experience in instructing people to ride?

Do you have any experience in working with children? Please explain.

Are you creative to think of games, crafts, etc to keep the children busy?

How do you work with others?

Are you willing to do different job assignments such as wait staff or housekeeping if needed?

Rate your ability to get acquainted with new people.

What do you like to do in your free time?

Are you currently certified in CPR or First Aid? ___ If not, could you be prior to arrival, if hired?

Why do you feel you would be an asset to the Triple J?

JJJ RANCH KIDS WRANGLER

The Kids Wrangler is responsible for a structured children's horse program for the young children who come with their families to the Ranch. We prefer an individual with a strong background in early childhood development or elementary education, as well as many years of horse experience. A love of children and the patience to deal with them on a very personal basis is required. This person has to be someone who can organize horse activities for children and be out-going, energetic, creative and positive. When there are not children at the Ranch, the Kids Wrangler helps with regular Wrangler duties, or assists wherever needed.

This position also requires occasional help in serving if needed and clearing tables after meals. After the guests leave on Saturdays, *all* ranch staff cleans up the Ranch, from the cabins to the barn. We group together in two's to clean the cabins. Other responsibilities may include yard work, painting, help with horseback rides, etc. It is essential that our staff is flexible, and that we all work together as a team to get the job done, regardless of job title.

We average between 4 to 8 children per week, of varying ages. The Kid's Wrangler must work very well with the Children's Counselor. The week begins with the kids on Monday morning after breakfast. We have a horsemanship booklet to use as a guide to the basics of horsemanship. The kids have a separate horsemanship orientation from the adults at the arena. Each child has "their own" horse for the week, and depending on the child's age, ability and interest, we will teach them horsemanship, as well as care and grooming of their horse. We take the children on trail rides, play horse games in the arena, go on nature hikes, teaching the kids about the wildflowers, trees, etc., catch frogs, go on treasure hunts, make crafts, play games, etc. While the Kid's Wrangler is in charge of the riding end of the Kid's Program, the Children's Counselor is responsible for the other activities. You may work together, or may each be in charge of a group of kids, especially if different ages or interest. We like each individual involved in this program to add their own personal touches to make this a very special time for all of the kids involved.

Each week on the nature hike, the children collect flowers, sticks, leaves, etc., and we construct a picture frame as one of our crafts. We take a picture of each child with their horse, and then present it to their parents as a surprise on Friday evening after dinner. Sometimes the children present a funny skit, and we always give each child a painted horseshoe and an award. We want these kids to feel special and remember this as one of the best times they have ever had.

Other Wrangler duties might include gathering, feeding, saddling, and preparing horses for rides; caring for sick and injured horses; maintaining and cleaning tack, ensuring that all is safe and in good working order, repairing as needed; cleaning and maintaining barn area, corrals, arena, trails and ranch grounds; assist in weekly gymkhana games, assist with ranch entertainment, and *have a great sense of humor* J !

