



JACKSON STABLES, INC.

**YMCA OF THE ROCKIES
LIVERY**

ESTES PARK CENTER

APPLICATION FOR EMPLOYMENT



JACKSON STABLES, Inc.
YMCA of The Rockies Livery
Estes Park Center
Allen & Julie Jackson



P.O. BOX 20549
ESTES PARK, CO 80511
970-586-3341 ext.1140/1149
Fax: 970-577-1401 Home: 970-586-6748
www.jacksonstables.com

Dear Applicant,

We appreciate your interest in becoming a member of our summer livery staff. We have enclosed an application form for you to complete along with three reference forms. We are also sending you a brief summary of the working conditions, salary, wrangler responsibilities, and living accommodations.

If you are accepted for employment, a copy of your application will serve as a contract between you and Jackson Stables, Inc., YMCA of the Rockies Livery. We expect you to honor that contract as originally signed. For this reason, it is very important that you are positively sure of your arrival and departure dates. We begin processing applications after January 1st of each year. In order for your application to be considered, ALL three (3) references must be received. Please return this application and references to the above address. If you have any questions, we can be reached at our home office phone number: (970) 586-6748. All applicants with completed applications will be notified of their employment status. We look forward to receiving your application.

Sincerely,

Allen and Julie Jackson



INFORMATION FOR SUMMER EMPLOYMENT

Jackson Stables, Inc. owns and operates the livery stable at the Estes Park Center/YMCA of the Rockies, Estes Park, CO. The Estes Park Center facility is a family vacation and conference center where guests enjoy a variety of activities in a wholesome atmosphere. Jackson Stables, Inc. operates as a concession to the YMCA of the Rockies. The Estes Park Center, located 2 miles outside the town of Estes Park, CO, adjoins Rocky Mountain National Park. The Estes Park Center provides lodging for over 4,500 guests on over 850 acres. Activities at this facility include horseback riding, hiking, mountain biking, miniature golf, tennis, fishing, swimming, and much more. As a wrangler with Jackson Stables, Inc. you will be providing memorable horseback riding experiences in a majestic setting.

JOB RESPONSIBILITIES Approximately 100 head of horses are used daily for guided rides. All rides are on trails within Rocky Mountain National Park and on the YMCA of the Rockies property. The livery provides many different trails, ranging in length from one to eight hours. As a wrangler, your most important responsibility will be that of guiding our guests on these trails. You will be expected to provide a safe and enjoyable horseback riding experience for each person on your ride in all kinds of weather. The job of wrangler/trail guide demands full knowledge of trails, horses, safety and emergency procedures, and a genuine ability to get along with guests and co-workers.

In addition to guiding rides, you will be expected to participate in all of the duties required to keep the livery operating efficiently which also includes assisting with improvements to the facility. An example of some of these tasks include: maintaining stalls and barns, general upkeep up the facility, grooming and feeding horses, mounting and dismounting riders, and breakfast rides. A few examples of the physical requirements of the job are: lifting 65 pounds (equivalent to a hay bale) up to 4 feet, running to get horses throughout the day, mounting and dismounting guests and/or yourself on a 15+ hand tall horse with no assistance, raking, and shoveling manure. There is a lot to be done each day. Our workday on average begins as early as 6:30am and usually ends around 6:00pm.

We also offer hayrides in the evening for our guests. Each wagon is staffed by a driver and one wrangler. This job duty consists of an additional two and half hours of work per hayride. The hayride schedule will be posted and set up on a rotation basis. Examples of hayride responsibilities include: knowing when you are scheduled, arriving on time, preparing the crate and supplies, and assisting the driver with the draft teams. The average number of hayrides each wrangler takes is one per week.

As a wrangler, you will be required to dress accordingly - work clothes include; western style jeans worn at the waist, western style shirts (T-shirts are not acceptable during working hours), belts, western cowboy hat, and boots. Your dress code and general appearance is at the discretion of management. You are required to have current CPR and Basic First Aid training. If you need these courses, they will be provided upon arrival. If you are certified, please bring proof of your certification with you.

The jobs mentioned throughout this information page are not a complete list, but examples of our requirements, duties, and responsibilities. Employment with Jackson Stables, Inc. is contingent upon your ability to complete all aspects of the wrangler position.

SALARY Your salary will be \$800.00 per month plus room and board. Meals are provided in the YMCA staff cafeteria - three meals a day, seven days a week. All meals are “all-you-can-eat” buffet style. Your meals are part of your compensation. If you miss a meal, there is no reimbursement. An additional contract incentive pay is offered for those who fulfill their contract. **IF FOR ANY REASON A CONTRACT IS NOT FULFILLED, YOU FORFEIT YOUR OPPORTUNITY FOR THIS CONTRACT INCENTIVE PAY.**

LIVING ACCOMMODATIONS Our wranglers are housed at the livery area at the Estes Park Center, YMCA of the Rockies. The rooms (bunkhouses) are small, so you won’t want to bring any unnecessary items. You will share a bunkhouse with two or three other wranglers. Linens, towels, washcloths, blankets, pillows, and soap are all provided. A Housing Deduction Agreement will be signed at your time of arrival. Housing for married couples may be available. However, all individuals must be employed by the YMCA of the Rockies or Jackson Stables, Inc.

RECREATIONAL ACTIVITIES Many of the activities available to our guests are also available to the staff (at no cost or a reduced rate). These include an indoor swimming pool, basketball courts, mini-golf, craft shop, movies, volleyball, hiking trails and evening programs. As a member of the livery staff your working hours may vary from other employees in the main camp areas, but you will have an opportunity to take advantage of some of these activities, and are encouraged to do so.

TRANSPORTATION Each employee is responsible for providing their own transportation to and from the Estes Park Center, YMCA of the Rockies. Van transportation is available from Denver International Airport to Estes Park, approximately a two-hour trip. Please call Estes Park Shuttle (970-586-5151) for a daily schedule. You should check with Estes Park Shuttle prior to making airline reservations, to possibly avoid a lengthy wait at the airport.

ADDRESS Your mailing address during the summer will be:

Jackson Stables, Inc.
“Employees Name”
P.O. Box 20656
Estes Park, CO 80511

TELEPHONE Estes Park Center: (970) 586-3341 ext. 1292.

INSURANCE Jackson Stables, Inc. carries Workman’s Compensation Insurance for its employees.

YMCA POLICIES Both men and women are expected to be well groomed at all times. Neat hairstyles are expected of all wranglers. Pets are NOT allowed on the YMCA property.

CHURCH Church services are held each Sunday morning at the Chapel located on the YMCA grounds. Unfortunately, we cannot guarantee that your work schedule will allow you to attend every Sunday service. However, other staff worship services and religious activities are provided. In addition, Estes Park offers a large variety of denominations of Churches.

CITIZENSHIP All employees will be expected to show the necessary documents to prove United States Citizenship when they arrive. Some of the combinations that will work are:

- US Passport (expired or current)
 - Current Drivers License along with Social Security Card
- Other options available if these are not possible.

APPLICATION FOR EMPLOYMENT

NAME _____ SOCIAL SECURITY # _____ - _____ - _____

HOME ADDRESS _____

street

city

state

zip

HOME TELEPHONE (_____) _____ CELL PHONE (_____) _____

MAILING ADDRESS _____

street

city

state

zip

WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?

Institution Name _____ Grade Completed _____ City/State _____

SEX _____ BIRTH DATE _____ AGE _____ HEIGHT _____ WEIGHT _____

DATES OF EMPLOYMENT AVAILABILITY: Can you arrive by May 18, 2012? _____ If earlier than

May 18, 2012, when? _____ If later than May 18, 2012, when? _____

Can you remain through August 18, 2012? _____ If earlier than August 18, 2012, when? _____

If later than August 18, 2012, how late? _____

NOTE: It is VERY important that the dates of employment you indicate cover the actual period you can stay, as we determine our staff needs accordingly. Leaving earlier than your contract date causes a disruption in our services to guests, and YOU FORFEIT YOUR OPPORTUNITY FOR CONTRACT INCENTIVE PAY!!! The official dates for our season are from April 1 to November 1. It is difficult to employ those who cannot remain through most of August. BE SURE YOUR DATES OF ARRIVAL AND DEPARTURE ARE CORRECT. A copy of this application will be returned to you as a contract if you are accepted for summer employment.

ELIGIBILITY FOR EMPLOYMENT: I understand that, if offered a job, I will be permitted to work only upon providing Jackson Stables, Inc. with documentation establishing my identity and my legal authorization for employment in the United States.

Are you United States citizen? Yes _____ No _____ If No,

Are you a national of the U.S., a Lawful Permanent Resident Alien, or an alien otherwise permitted to work in the United States? Yes _____ No _____

HAVE YOU EVER BEEN CONVICTED OF VIOLATING ANY LAWS?

(Not including minor traffic violations) _____ If YES give details: _____

(A "yes" answer does not automatically disqualify you from employment. The date and nature of the offense will be considered.)

All Employees will be asked to pass a criminal background check.

WORK EXPERIENCE?

JOB TITLE / EMPLOYER / DATES / REASON FOR LEAVING

1. _____
2. _____
3. _____
4. _____

How did you find out about us?

YMCA guest: _____ Magazine: _____ Web site: _____ Other: _____

Have you read and do you understand the essential functions described in the Information for Summer Employment sheets? Yes _____ No _____

Are you able to fulfill ALL of the essential functions expected as a wrangler described on the Information for Summer Employment sheets? Yes _____ No _____

Please review the job duties, responsibilities, and requirements and comment on your ability to meet each of them?

WHAT DO YOU FEEL QUALIFIES YOU FOR THE JOB OF WRANGLER?

WHAT TYPE OF EXPERIENCE HAVE YOU HAD WORKING DIRECTLY WITH HORSES?

WHAT TYPE OF EXPERIENCE HAVE YOU HAD WORKING DIRECTLY WITH PEOPLE?

HOW WOULD YOU CLASSIFY YOURSELF AS A "RIDER"?

WHAT DO YOU EXPECT TO GAIN / LEARN FROM YOUR EXPERIENCE AS A WRANGLER?

DO YOU HAVE CURRENT CPR OR BASIC FIRST AID TRAINING? Yes _____ No _____

HAVE YOU EVER VISITED THE YMCA OF THE ROCKIES? Yes _____ No _____

PLEASE ADD ANY OTHER INFORMATION THAT YOU THINK WOULD HELP US GET TO KNOW YOU BETTER: (please attach additional pages if necessary)

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

TELEPHONE: BUSINESS: (_____) _____ HOME: (_____) _____

We Require THREE (3) letters of reference, these forms are included in your application packet. References from immediate family members are not acceptable. These letters should be sent directly to Jackson Stables, Inc. at the appropriate address. **Your application will not be considered until all three (3) reference letters have been received.** Feel free to call us on the status of the references. If possible, please attach a recent photo to your application.

Jackson Stables, Inc., is an equal opportunity employer and your response to any question will not be used as a basis for discrimination, but will be judged on its relevance to the position you are seeking.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, law enforcement agency, current employer, past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and by my signature consent to these statements and this contract.

SIGNATURE _____ DATE _____

(This space below not to be used by applicant)

CONTRACT ARRIVAL DATE _____ CONTRACT DEPARTURE DATE _____ SALARY _____
Plus room & board

_____ 1st Season
_____ 2nd Season
_____ 3rd Season
_____ 4th Season
_____ 5th Season

Accepted: _____ Init. _____
Declined: _____ Init. _____

Date Adjustments: Beginning _____ Ending _____ Init. _____

Approved Days Off: _____

YMCA OF THE ROCKIES LIVERY
APPLICANT REFERENCE

Print Applicant's Name _____

Reference Complete:

The above named person is applying for seasonal employment with Jackson Stables, Inc., YMCA of the Rockies Livery, which operates at the Estes Park Center, YMCA of the Rockies. This facility is a family resort and conference center located next to Rocky Mountain National Park. Three written references are required before an applicant will be considered. References should be from people who know the applicant on a professional or supervisory basis. References submitted by personal friends or family members WILL NOT be considered.

We appreciate your time in completing this form. All information you provide will remain strictly confidential. Please mark the box which best describes the applicant's ability in each area.

	Superior	Very Good	Average	Fair	Poor	Not Known
Initiative						
Enthusiasm						
Responsibility, Reliability						
Resourcefulness, Creativity						
Cooperativeness with Supervisor						
Cooperativeness with Co-workers						
Punctuality						
Communication Skills						
General Attitude						
Trustworthiness, Honesty						
Observance of Rules & Regulations						
Safety Habits						
Judgment						
Receptiveness to Suggestions/Criticism						
General Appearance						
Physical Stamina						
Emotional Maturity, Stability						
Self Confidence						
Social Concern for Others						
Leadership Ability						
Willingness to go Beyond what's Expected						

-OVER-

Continued

What are the applicant's most significant strengths? _____

What are the applicant's most significant weaknesses? _____

In what capacity do you know the applicant? _____

How long have you known the applicant? _____

In your opinion, does the applicant have the skills / knowledge to perform the job of "wrangler / trail guide"? _____ Why? _____

Would you recommend the acceptance of the applicant as a seasonal "wrangler / trail guide" with Jackson Stables, Inc., YMCA of the Rockies Livery? _____ Why? _____

Any additional comments: _____

Signature _____ Date _____

Print Your Name _____ Title/Occupation _____

Company Name _____ Phone # (_____) _____

Thank you for your time in supplying us with this information. PLEASE MAIL OR FAX THIS FORM IMMEDIATELY TO THE FOLLOWING.

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Estes Park, CO 80511

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