



**PLEASE DO NOT CALL OR EMAIL ABOUT YOUR APPLICATION.  
WE WILL CONTACT ANY APPLICANTS WE  
ARE INTERESTED IN INTERVIEWING.**

**THANK YOU, RANCH AND HOME.**

# **Employment Application**

**Applicant please list your hobbies below:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

# EMPLOYMENT APPLICATION

Ranch & Home is an equal opportunity employer dedicated to a policy of non-discrimination in employment based on race, color, age, sex, sexual orientation, gender identity, religion, national origin, disability, medical condition, marital status, military or veteran status or any other legally protected status.

Ranch & Home and its subsidiaries maintain a drug-free workplace and require all applicants to whom an offer of employment is extended to complete a pre-employment drug screen.

Ranch & Home complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Employment may be subject to passing a medical examination, and to skill and agility tests.

## APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City	State	Zip	Home Phone		Cell Phone
Other Names Used			Date Available		
Position Applying For		Referral Source (name, website or publication)			
Preferred Location(s):		Kennewick <input type="checkbox"/>		Pasco <input type="checkbox"/>	
		Milton-Freewater <input type="checkbox"/>		Hermiston <input type="checkbox"/>	
Are you interested in (check all that apply):		Full-time <input type="checkbox"/>		Part-time <input type="checkbox"/>	
		Temporary <input type="checkbox"/>		Summer <input type="checkbox"/>	
		Holiday <input type="checkbox"/>			
Are you available to work (check all that apply):		Morning Shift <input type="checkbox"/>		Evening Shift <input type="checkbox"/>	
		All Weekends <input type="checkbox"/>			
Are you at least 18 years old?		YES <input type="checkbox"/>		NO <input type="checkbox"/> If no, hire is subject to a valid work permit and verification that you are of minimum legal age	
Have you ever applied for a position with Ranch & Home before?		YES <input type="checkbox"/>		NO <input type="checkbox"/> If so, when?	
Have you ever worked for Ranch & Home?		YES <input type="checkbox"/>		NO <input type="checkbox"/> If so, when?	
Are you related to anyone that works or has worked at Ranch & Home?		YES <input type="checkbox"/>		NO <input type="checkbox"/> If so, who?	
If hired, can you present evidence or proof of your legal right to live and work in the United States?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Do you have reliable transportation?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	

## GENERAL

Have you ever been dismissed or forced to resign from any employment?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please explain			
Have you ever been convicted of a criminal felony or serious misdemeanor (including but not limited to violence, fraud or dishonesty)? <i>A criminal record will not automatically disqualify you from employment opportunities.</i>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please state the nature of the crime(s), when and where convicted, and disposition of the case.			

## EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Subjects Studied/Degree Awarded
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Subjects Studied/Degree Awarded
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Subjects Studied/Degree Awarded

**EMPLOYMENT HISTORY (PLEASE LIST CURRENT OR MOST RECENT EMPLOYER FIRST)**

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this company and/or supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this company and/or supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this company and/or supervisor for a reference? YES  NO

Which of these jobs did you like the best? Why? \_\_\_\_\_

Which of these jobs did you like the least? Why? \_\_\_\_\_

**MILITARY SERVICE**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, explain \_\_\_\_\_

**REFERENCES**

*Please list three professional references.*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge and that I have not knowingly withheld any information that might adversely affect my chances for employment. I understand and agree that any false, misleading or incomplete information given in my application, resume, interview(s) or other pre-employment questionnaires or procedures, regardless of when discovered by Ranch & Home, may disqualify me for employment, or, if employed, may result in disciplinary action up to and including termination. I agree that Ranch & Home shall not be liable in any respect if I am not hired or my employment is terminated as a result of providing such false, misleading or incomplete information.

I understand that employment is subject to verification of all information contained in this application or other pre-employment questionnaires or interviews, including, but not limited to, verification of applicable lawful age and legal right to remain permanently in, and to work in, the United States, as provided under applicable law. I agree to furnish such additional information and complete such examinations as may be required to complete my employment file and to verify the information contained therein.

I authorize an investigation of all matters concerning my past employment, credit (if applicable), criminal convictions, character or other activities; and the issuance of any information by any person, company or corporation with respect to any of the above, including the issuance of credit reports (if applicable) or other statements which may be furnished or obtained concerning my background at any time. I release from any and all liability and responsibility all persons, companies, and corporations supplying such information and Ranch & Home and its agents in obtaining the same.

I hereby certify that I am able to perform, with or without reasonable accommodations, the essential job functions of the position for which I am applying. Any time after a conditional offer of employment or during employment, if hired, I authorize any physician or health care provider to release information advising Ranch & Home : (i) what reasonable accommodations, if any, are required to meet the essential job functions of the position and (ii) whether I can perform the job without posing a direct threat to the health of myself or others.

I understand that nothing contained in the application, conveyed during any interview which may be granted, or during my employment if hired, is intended to create an employment contract between me and Ranch & Home or its subsidiaries. In addition, I understand and agree that if I am employed, my employment is "at will" and may be terminated at any time, with or without prior notice, with or without cause, at the option of myself or Ranch & Home and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and Ranch & Home's designated representative.

I understand that if I am offered a position at Ranch & Home, I will be required to successfully pass a drug test and 10 year background check prior to beginning work. I also understand that if I refuse to take the drug test or refuse to agree to a background check, I will receive not further consideration for employment.

I understand that the use or possession of illegal drugs and/or alcohol is prohibited at Ranch & Home. I also understand that Rance & Home conducts random and reasonable suspicion drug and alcohol testing; I am willing to submit to this testing both before and during employment.

I certify that I have read and understand all of the information written above and agree to the terms therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

KENNEWICK • PASCO • MILTON-FREEWATER • HERMISTON

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