



Old West

Special Trails

12280 Macon Road
Collierville, TN 38017
(901)-490-5555
www.oldwestspecialtrails.org

STAFF APPLICATION

Personal Information

NAME	HOME PHONE	CELL PHONE	OTHER NUMBER
NICKNAME		AGE	BIRTHDATE
EMAIL ADDRESS	PARENT'S EMAIL ADDRESS (if applicant is a minor)		
STREET ADDRESS	CITY, STATE AND ZIP		

T-SHIRT SIZE (Circle One) S M L XL

EDUCATION

EDUCATION	SCHOOL	FROM	TO
Middle School			
High School			
College/Graduate/Other School			

WORK EXPERIENCE

COMPANY NAME	IMMEDIATE SUPERVISOR	TASKS	DATES EMPLOYED



Old West

Special Trails

12280 Macon Road
Collierville, TN 38017
(901)-490-5555
www.oldwestspecialtrails.org

Please list any experience you have working with horses.

Please list any experience you have working with children.

Please list any counseling experience you have. (Riding Instructors and Camp Workers Only)

- Do you have reliable transportation? YES___ NO___
- Are you certified in CPR? YES___ NO___
- Are you certified in First Aid? YES___ NO___
- If not, are you willing to become certified? YES___ NO___
- How did you hear about Old West Special Trails, Inc.? _____

What position are you applying for? (Check all that apply)

Position Desired	
Riding Instructor	
Camp Director	
Camp Assistant Director	
Camp Worker	
Camp Volunteer	
Advanced Camp Worker	
Ranch Worker	
Feeder	

I certify that all the information in this application is accurate to the best of my knowledge.

Signature: _____ Date: _____



Old West

Special Trails

12280 Macon Road
Collierville, TN 38017
(901)-490-5555
www.oldwestspecialtrails.org

REFERENCES

Please list name and address of 3 references who can evaluate you professionally or personally. Do not include relatives or previous employers.

NAME	ADDRESS	PHONE	RELATIONSHIP

WHEN I CAN WORK:

Look at our website for this summer's camp dates and list below the week(s) you can work by order of preference.

OFFICE USE ONLY

Interviewed by	
Date Hired	
Position	

Weeks:



Old West

Special Trails

12280 Macon Road
Collierville, TN 38017
(901)-490-5555
www.oldwestspecialtrails.org

INSTRUCTOR AGREEMENT

I commit to reporting to work each day that I am scheduled. If I cannot report to work due to illness or other circumstance beyond my control, I will give my supervisor at least 24 hours' notice.

- I will be at Old West Special Trails, Inc. early enough to have my horse saddled before my lesson or camp begins.
- I will provide my own lunch each day.
- I will treat my supervisors, co-workers, horses, and students with respect.
- I will not talk (or text) on my cell phone during camp hours unless I am on my designated break.
- I will be patient and collected in all circumstances with every child and horse. Old West Special Trails, Inc. does not allow instructors to whip or beat a horse. While I am entitled to treat my own horse in any manner I choose, I agree to train and ride according to Old West Special Trails, Inc.'s rules when students are present.
- I understand that in all situations the students' safety comes before my own.
- I agree to wear a helmet at all times while I am teaching. I also agree to ensure my students wear a helmet the entire time they are on a horse.
- I understand that Old West Special Trails, Inc. is a Christian facility. While I am not obligated to share its beliefs, I do agree to uphold its moral standards when I am on the property. I will not bring alcohol on the premises. I also understand profanity will not be tolerated. If found doing any of these things, I understand I will be asked to leave and will not return to work for the rest of the summer.
- I understand that I must wear jeans, a short sleeve t-shirt, boots and a helmet when riding, and at no time during camp will I be allowed to wear a sleeveless shirt.
- I understand that Old West Special Trails, Inc. reserves the right to reprimand me if I fail to meet these standards. I also understand that Old West Special Trails, Inc. reserves the right to terminate my employment with just cause.

Participant's Name (Please print)

Participant's Signature

Parent's Name (Please print)

Parent's Signature

Date

Contact Phone



Old West

Special Trails

12280 Macon Road
Collierville, TN 38017
(901)-490-5555
www.oldwestspecialtrails.org

EMPLOYMENT DISCLOSURE

It is required by law that all individuals working in a public facility for children read and respond to the following disclosure.

In consideration of employment or continued employment, the undersigned employee agrees to disclose the following:

1. Have you ever been questioned by the police, campus police, or any other law enforcement agent or officer regarding a criminal charge? _____
2. Have you ever been arrested, convicted, or brought to court for any criminal charge? _____
3. Have you ever been notified by a child welfare agency that you were the subject of a suspected child abuse report? _____

The undersigned further agrees that:

1. The possession of non-medically prescribed drugs or alcoholic beverages on Old West Special Trails, Inc.'s property or returning to Old West Special Trails, Inc.'s property under the influence of drugs or alcohol shall be reason for immediate termination.
2. Physically and/or verbally abusing, indecent touching or exposure of or to a student, camper, or other employee shall be reason for immediate termination.

It is also asked that the employee shall keep the owner informed of any offenses, convictions, or arrests subsequent to the signing of this disclosure.

Any misrepresentations in this application shall give Old West Special Trails, Inc. the right to terminate the undersigned employee.

It is hereby agreed that any and all rules, regulations, and policies of Old West Special Trails, Inc. and any special clauses attached hereto are made part of this contract.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE ANY PERSONS OR ORGANIZATIONS REFERRED TO IN THIS APPLICATION TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYEMENT, EDUCATION, OR ANY OTHER INFORMATION THEY MIGHT HAVE, PERSONAL OR OTHERWISE, WITH REGARD TO ANY OF THE SUBJECTS COVERED BY THIS APPLICATION AND RELEASE ALL SUCH PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SUCH INFORMATION TO YOU. I AUTHORIZE YOU TO REQUEST AND RECEIVE SUCH INFORMATION, AND I WILL INDEMNIFY YOU AGAINST ANY LIABILITY THAT MAY RESULT FROM MAKING SUCH INVESTIGATION.

Participant's Name (Please Print)

Date

Participant's Signature

TO THE APPLICANT:

We appreciate your interest in our organization. The information requested in this form will give us a clear understanding of your qualifications, background, and work history, and will aid us in placing you in a position for which you are thereby best suited. The Civil Rights Act of 1964, as amended, prohibits discrimination in employment because of race, color, sex, religion, or national origin. The Age Discrimination in Employment Act in 1967, as amended, prohibits discrimination because of age. The Americans with Disabilities Act prohibits discrimination against those with disabilities. Various state laws prohibit some of the above as well as other types of discrimination. As an Equal Opportunity Employer, our company intends to comply fully with all applicable federal and state employment laws.



Old West

Special Trails

12280 Macon Road
Collierville, TN 38017
(901)-490-5555
www.oldwestspecialtrails.org

MEDICAL AUTHORIZATION

Personal Information

NAME	BIRTHDATE	HOME PHONE	CELL PHONE
STREET	CITY	STATE	ZIP

It is important to have specific medical information so an emergency situation can be handled appropriately. Please complete the following information and submit any additional information that applies to your child.

Medical and Insurance Information

Known Allergies	Current Medications
Pediatrician's Name	Pediatrician's Phone Number
Insurance	Hospital Preference
Insurance ID Number	Group Number
Name on Policy	

Does your child have any health history or current medical problems that we or an attending physician should be aware of?

_____ NO, my child has no known medical conditions _____ YES, please explain:

I give Old West Special Trails, Inc. permission to treat my child in an emergency situation.

Parent or Guardian Signature: _____

Date: _____



Old West

Special Trails

12280 Macon Road
Collierville, TN 38017
(901)-490-5555
www.oldwestspecialtrails.org

RELEASE AND HOLD HARMLESS AGREEMENT

Whereas, the undersigned desires to participate in equine activities at Old West Special Trails, Inc. and fully understands and agrees that in participating in horseback riding lessons and activities, and while working as a volunteer or as an employee, there is the possibility of accidental or other physical injury, property damage, or loss. Therefore, for good consideration, the undersigned agrees to assume full responsibility for risk of such injury and hereby releases, discharges and acquits Old West Special Trails, Inc., Danny and Debbie Cooley, Bill and Brenda Simmons, any landowners, instructors, employees, or owners of horses, all individually and in all capacities which they may hold, their heirs, successors, assigns and personal representatives, from any personal injury, property damage, or loss of any kind arising from any act or occurrence surrounding and or connected with Old West Special Trails, Inc.

WARNING: Under Tennessee law an equine professional is not liable for any injury or the death of a participant in equine activities resulting from the inherent risk of equine activities, pursuant to Tennessee code Annotated, Title 44, Chapter 20. (Acts 1992, ch. 974, s6)

Participant's Name (Please print)

Participant's Signature

Parent's Name (Please print)

Parent's Signature

Date

Contact Phone

OLD WEST SPECIAL TRAILS, INC.

Changing Children's Lives, One Ride at a Time

12280 Macon Road, Collierville, TN 38017

901-490-5555

www.oldwestspecialtrails.org

Field Trip Permission Form

I hereby understand that students enrolled at Old West Special Trails will, from time to time take trips to sites off campus, including but not limited to, swimming facilities during the summer months.

Debbie Cooley will be responsible for planning the trips, making necessary arrangements for the site(s) to be visited and securing transportation for students while on the field trips.

Students will usually be transported by parent volunteers, using their own automobiles. Parents Choosing to drive students on field trips must have a valid driver's license and a valid and effective automobile insurance card, as required by law, and agree that all children in their vehicle will be restrained with working seatbelts.

Parents expressly assume all risk to their child from participating in the field trip, whether such risks are known or unknown at this time. Parent hereby remise, release and forever discharge Old West Special Trails, its directors, employees and agents of and from any and all liabilities, actions, claims and demands, which claimant now has or may hereafter have on account of or arising out of any accident, sickness, death, property damage, expense, and/or event which might happen as a result of participation in the field trip.

Please check the box, sign and return to Old West.

- My child has my permission to participate in all class field trips.
 My child also may ride with a parent volunteer.

Child's Name

Parent's Name

Parent's Signature

Date