

Application: Office, Reservationist, Operations @ Main Base Colorado

DVORAK Raft – Kayak & Fishing EXPEDITONS, Est. 1969

17921 U.S. Highway 285 | Nathrop, Colorado 81236

Phone: 719 539-6851 | Fax 719 539-3378

Email: info@dvorakexpeditions.com | Website: www.DvorakExpeditions.com

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status. Equal Opportunity Employer

Please type or print legibly:

Date: _____ Name _____

Address _____

Phone (home) _____ (office) _____ Have you ever applied for employment with us? ___ If yes, when? _____

Position desired _____

Email Address: _____

Pay expected _____

Referral source: ___ Advertisement ___ Friend ___ Relative Other _____ (circle one)

Apart from absence for religious observance, are you available for full-time work? _____

If not, what hours can you work? _____

Are you legally eligible for employment in the United States? _____

Education	Course	# Yrs	Did You	Degree or
Name & address of school	of study	Completed	Graduate	diploma
Graduate _____				
College _____				
Business/ _____				
Trade/Technical _____				
High School _____				

Please give correct, complete full-time and part-time employment record. Start with your present or most recent employer.

1.) Company name _____ Telephone _____
Address _____ Employment dates (mo/yr) _____
Supervisor's name _____ Weekly pay start _____ finish _____
Job title and description of your work _____
Reason for leaving _____

2.) Company name _____ Telephone _____
Address _____ Employment dates (mo/yr) _____
Supervisor's name _____ Weekly pay start _____ finish _____
Job title and description of your work _____
Reason for leaving _____

3.) Company name _____ Telephone _____
Address _____ Employment dates (mo/yr) _____
Supervisor's name _____ Weekly pay start _____ finish _____
Job title and description of your work _____
Reason for leaving _____

4.) Company name _____ Telephone _____
Address _____ Employment dates (mo/yr) _____
Supervisor's name _____ Weekly pay start _____ finish _____ Job
title and description of your work _____ Reason
for leaving _____ We may

contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT: Employer number(s) _____ Reason _____

References:

Please list three people who know you, and are not relatives, with whom we may speak about you:	
1. Name _____ Relationship _____	
Address _____ Phone _____	2.
Name _____ Relationship _____	
Address _____ Phone _____	3.

Name _____	Relationship _____
Address _____	Phone _____

Questionnaire:

1. Has the use of alcohol or drugs ever effected your work? Have you ever been fired from a job because of drinking or drugs? _____ 2.

Have you ever sought help, counseling, or treatment for any type of nervous or emotional problem?

3. How would you rate your own personality? Shy and reserved _____ Mild, but reasonably responsive _____

Outgoing and warm _____ Rugged individualist _____ Other (specify) _____

4. Describe your experience with phone work, reservations or marketing. _____

5. Tell us about your rafting or river knowledge.

6. Do you think you could work in an intense fast paced office setting or retail store? Give your impressions.

7. Do you have any special interests and/or knowledge that would be of benefit on the phone, i.e. botany, geology, musical ability, cooking, history, camping, river trips etc.? _____

8. Do you think you could operate under pressure and in an emergency situation? _____

9. Because of law and common sense, BDKRE forbids the use of any drugs or of alcohol while performing any duties for or while representing BDKRE in the broadest possible sense. Are you willing to abide by this ruling and exercise your discretion in all cases? Yes _____ No _____

10. BDKRE runs a variety of trips with a variety of clients. Our working hours can be demanding and requires office staff and retail shop management who are self-starting and that can work organized and efficiently. Working in a close group, you are liable for frustrations and tensions. Do you think you want to put yourself in a position like this? Please explain why you would like to work in our office. Give any additional skills or information that you feel would be of benefit to our company.

Optional: Attach a recent picture of yourself.

Signature _____ Date: _____

For employer's use only

Reference check:			
Employer	Person contacted	Results	
1	_____	_____	
2	_____	_____	
3	_____	_____	4
	_____	_____	

Test Results			
Tests given	Raw Score	Rating	Analysis and Comments

Interview Results	Interviewer name and comments

Interviewers Signature _____	Date _____