

Giddy Up Ranch Pony Rides/Zoo
8707 Mesquite Street
Phelan, Ca 92371
Phone: (818) 335-7538
Email : giddyupranch.ca@gmail.com
Web: giddyupponies.com

APPLICATION

Please Print

Position applied for: _____
Referral Source: _____
Last Name _____ First _____ Middle _____
Address _____
Telephone _____ Cell: _____ Fax: _____
Parent or Guardian phone (minors) _____
Social Security # _____ Date of Birth _____ Drivers License _____

If employed, or if you volunteer, can you furnish a work permit? _____
Are you employed now? _____ Are you in school? _____
If so, name of school? _____
May we contact your employer? _____ What date are you available to start work? _____

When are you available to work? _____ Part Time _____ Full Time _____
_____ weekdays (if only certain days, please specify) _____
_____ weekends

During the past 7 years, have you been convicted of a crime, excluding misdemeanors? _____ If yes, please explain: _____

Traffic Violations? _____ (A copy of your driving record is needed for any possible driving positions. I will need to run your record. Please provide a DMV printout)

References

Give name, address and telephone numbers of references from previous employers:

- 1) _____
- 2) _____

Special Skills _____

Education

Elementary _____ High School _____ College _____ Trade School _____
Years completed: _____ Diploma/Degree: _____ Course Study: _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for volunteering or employment as may be necessary in arriving at an employment or volunteer decision. I understand that this application is not intended to be a contract of employment.

Signature of Applicant

GIDDY UP RANCH SAFETY POLICY

Petting Zoo

1. Establish a safety perimeter with chain or caution tape to restrict public access to the staging area before the setup can begin. This area will be maintained and preserved for the duration of the job, so animals and equipment can again be safely moved at the completion of our service without interference.
2. Inspect all fences for sharp edges or defects.
3. Shade will be provided for all animals.
4. Animals will be provided clean drinking water.
5. Dirty or cloudy water will be replaced immediately.
6. Do not allow children to hold or chase animals.
7. Large animals will be separated from those with public access.
8. Nursing babies must have a separate pen without public access.
9. Petting zoo animals are given a 30-minute break for every 4 hours of work.
10. During the break period, the zoo is to remain empty.
11. Always keep the petting zoo free of trash and animal waste.

Ponies And Horses

1. A safety area must be established that will only allow access to riders, while restricting access to all others. Maintain and preserve this perimeter for the duration of the job, so ponies can also be safely loaded upon completion of the service.
2. Inspect all saddles and safety harnesses before use.
3. Saddles and halters must fit the pony/horse. No loose cinches.
4. Ponies/Horses must either be tied to a secure structure or held by a trained Giddy Up handler to ensure the safety of both the animal and the public.
5. Children must be assisted aboard the ponies by a Giddy Up handler.
6. Children 65 pounds and under must be secured by a harness.
7. Safety belts pose a hazard for heavier riders, so those riders must not be belted and closely supervised by a trained Giddy Up handler.
8. Never allow children, parents, guardians or spectators to stand behind ponies/horses.
9. Open toe shoes are not allowed in the restricted area.
10. Ponies/Horses must have a clear path. If the path is not clear of obstacles, pedestrians, and traffic, the ride must cease until those items are removed.
11. Pony areas and paths must be free of balloons, noise makers and any other items that may spook the animal.
12. Never leave a child unattended.
13. Horses are given a 30-minute break for every 2 hours of work.
14. During the break, horses will be shaded and hydrated.
15. No handler will supervise or lead a child until he/she is trained and capable.

Public safety is a priority. Failure to abide by these rules will lead to immediate dismissal

GIDDY UP RANCH PARTICIPATION HANDBOOK

As a participant at Giddy Up Ranch, you agree to abide by the rules and policies of the business. In order for Giddy Up to strive and grow, there are expectations of those participating on job sites in direct contact with customers, as well as those participating on the property.

DRESS CODE

Participants will be issued Giddy Up T-shirts to be worn at job sites. The T-shirt is your uniform and **MUST BE WORN**, unless the participant chooses of the acceptable alternate options+:

- If/when a T-shirt is torn, lost or in a condition too poor for public presentation, notify a supervisor for immediate replacement.
- If new shirts are unavailable, notify a supervisor, so new shirts can be ordered, and use an alternate option.

Alternate Options

- Solid color T-shirt with no markings or emblems (only when Giddy Up T-shirts are unavailable)
- Western Wear (Only when Giddy Up T-shirts are unavailable)

The **COWBOY HAT** must be worn from a job's beginning to end. There are **NO EXCEPTIONS**. It is the hat and T-shirt combination that allows others to distinguish and separate Giddy Up Staff members from the other guests at the event. This is most important whenever customers have questions or are seeking help. They shouldn't have to guess who is working for Giddy Up Ranch. The uniform alone should let them know.

Penalty - Failure to comply to the Giddy Up Dress code will result in the following:

- **First offense** - Warning
- **Second offense** - Suspension of duty
- **Third offense** - Severance of duty

+ Giddy Up Ranch is often subcontracted by event planners and entertainment groups. In such instances participants will be notified and will not wear anything displaying Giddy Up Ranch, its logo or contact number.

Ranch participants should dress comfortably. Dress according to weather conditions and the environment. **Open toe shoes create a high risk for injury and should never be worn while participating on the ranch or at job sites.**

Participant Conduct

Participants are an extension of Giddy Up Ranch and its ownership, and each is expected to perform his/her tasks to the highest standards.

- Participants must be polite and courteous
- Greet each patron that enters the work area. Answer their questions and be prepared to assist them if necessary.
- The table provided is for business cards and hand sanitizer. It is not a place for your food, drinks, purses, trash or anything else.
- You are a guest in someone's home or establishment and presentation is something they are also paying for. Keep the work area tidy at all times.
- You have a duty to protect both the animals and the public. Inform everyone that enters the petting zoo of the rules. Give a warning to any child that appears to be too rough and unwilling to abide by set rules. If the behavior continues, politely ask them to exit the zoo. Potential harm to animals or patrons should never be ignored.
- Headphones are not permitted on the job site
- Sunglasses are not permitted on the job site. (prescription only)
- Smoking is **NOT** permitted on the job site or visual areas surrounding it. Participants must first obtain permission from the crew chief before taking a break.
- Profanity is **NEVER** to be used on a job site.
- Cell phones should be set to vibrate, so ring tones and alerts don't interrupt, distract or offend customers and their guests.
- Cell phone use in the petting zoo or pony area is disallowed, as well as texting, web browsing and visiting social network sites.

Penalty – Failure to comply to Giddy Up Ranch Participant Conduct Code will result in the following:

- **First Offense** – Warning
 - **Second offense** – suspension of duty
 - **Third offense** – severance of duty
-

Attendance

Jobs are booked with the expectation that they will be staffed. Giddy Up Ranch will reserve dates, and later confirm bookings, based on the number of participants on file. It is extremely important to know when a participant is not available for work. Without prior notice, the assumption is that you are available at any time and on any date+.

Absences

- Participants must give **two weeks notice** before a scheduled absence. If the absence will extend several days, you must provide those dates, along with the new date of availability.
- For nonscheduled absences and emergencies, participants **MUST** give a courtesy call to inform his/her supervisor of the sudden change in status. The sooner we receive this call, the easier it is to find a replacement.

+When a participant is called or receives a message to work, and he/she says they are unavailable (without giving prior notice), he/she is in violation of the attendance policy. Participants that refuse work based on time or location of a job site are also in violation. The expectation at Giddy Up Ranch, unless there is prior notice, is that you are available at all times.

Tardiness

- Participants will receive by phone call or text message a date and start time* for their shift.
- Participants **MUST** arrive at the given start time for each shift. This is especially important for drivers, because they hold the paperwork that will instruct the crew of the animals and supplies to gather for their job(s).

Penalty – Violation of the Giddy Up Attendance Policy will result in the following:

- **First offense of the absence policy** – Warning
- **Following offenses of the absence policy** – suspension of duty
- **Excessive absences will result in severance of duties**
-
- **First offense of the Tardiness Policy** – Warning
- **Following offenses will result in the offender being lowered to the bottom of the participant work pool.**
- **Excessive tardiness will result in the severance of duties.**

**Distance of the job, potential traffic, estimated setup time, and/or customer requested arrival time are all factored into the start times of your shift. It is important to setup on time, because late setups may result in a Giddy Up reduction of customer costs. Drivers will not be penalized for situations beyond their control (vehicle failure, flat tires, traffic conditions, etc), but he/she will be penalized for late setups that are a result of neglect, late shift arrival, or his/her own failure to estimate the amount of time necessary to complete a setup at a given job. The driver violating this policy shall be penalized the reduction cost granted by Giddy Up Ranch.*

Giddy Up Trucks

In most instances, a participant will spend equal or more time in the truck than he/she will on an actual job site. The vehicle should remain clean and uncluttered for comfortable transport.

- To avoid spills, **NO** fountain drinks are allowed in Giddy Up trucks. Beverages with screw top lids **ONLY**.
 - **DO NOT** transport dogs, cats or any other uncaged animal in the trucks.
 - Smaller animals (guinea pigs, turtles, etc) may be transported in cages or a container inside the trucks. **NEVER** leave those animals parked in an unshaded area with the windows up.
 - Remove all trash and personal belongings from the truck at the end of each shift.
-

Corrals, Cages and Tack Sheds

The animals at Giddy Up Ranch are contained in specific corrals and cages. You will often notice that some animals are moved to different locations of the ranch, and each move has its purpose. Remember where you gathered your animals, so they can be returned to the proper place at the end of your shift.

Ponies /Horses

- Ponies/Horses **MUST** be returned to the corrals they were removed from.
- If you did not remove the pony and you are unsure of the proper corral, call for assistance.
- If something looks out of the ordinary when you return, call to make sure that pony/horse can still be penned in the same area you retrieved it.
- If a pony/horse is wearing a fly mask when you caught it, the mask **MUST** go back on the pony/horse when you put it away.
- Pony/horse saddles **MUST** be returned to the proper location with lead lines and halters attached.
- Lead lines and halters left outside will be damaged by the elements. **DO NOT** leave those items outside. Always return them to the tack shed.
- Return helmets to the tack shed
- New saddles and halters can be used by **PERMISSION ONLY**.
- Check that saddles and halters are the correct fit. Also check that seatbelts are secure.
- Check to make sure all gates are secure after leaving the corral.
- If you closed an inner gate to catch a pony, make sure to open it before you leave. **NEVER** leave an animal behind a closed gate without water.
- If a pony/horse appears to be sick, inform your supervisor /manager before releasing it. Sick animals should be brought to the nursery area for treatment.
- Inform your supervisor of any sick animals, even if that animal is not listed for your job, so treatment can begin as soon as possible.

Rabbits

- Transport cages for rabbits must contain bedding for comfort (hay, shavings)
- Inspect the group of rabbits for wounds or defects before caging them.
- Inform your crew chief of any rabbits that may return sick or wounded
- Report any rabbits that may have been lost at a job site
- Check to make sure your rabbits have water in their cages when you return them.

Camel & Zebra

- Only those persons trained to handle the zebra or camel are allowed in those corrals. All others WILL NOT enter those areas without supervision.
- Only trained participants can load the camel/zebra for transport
- Camels/zebra can only be watched by a trained participant at a job site

ANY PERSON FOUND TO BE TEASING OR ABUSING GIDDY UP ANIMALS WILL BE DISMISSED IMMEDIATELY

If you have any questions regarding Giddy Up policies and code of conduct, call:

Marie – (818) 335-7538

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.