



Thank you for your interest in employment at River Run RV Park.

**About Bakersfield River Run RV Park:**

Bakersfield River Run RV Park is an upscale RV Park. We are centrally located in Bakersfield, CA close to many of the areas restaurants, shopping centers and other attractions. River Run RV Park is a family owned and operated company that views all of our team members as an important part of the team that makes success attainable. Our goal is that our guest based focus is what sets us apart from other companies.

**Company Mission Statement:**

River Run RV Park strives to be “The Place To Stay” for the traveling RV community by providing friendly staff, clean and safe facilities and an attitude of exceptional service.

Please fill out and drop off the completed application at River Run RV Park 3715 Burr St., Bakersfield, CA. If you would prefer you can also email the completed application to [ryan@riverrunrvpark.com](mailto:ryan@riverrunrvpark.com)

If you have any other questions please send them to [ryan@riverrunrvpark.com](mailto:ryan@riverrunrvpark.com)

Thank You,  
Ryan Uhles  
River Run RV Park

*Bakersfield*  
**River Run**  
  
**RV Park**  
Front Desk Clerk

Bakersfield River Run RV Park is looking for a responsible, service oriented individual for the Front Desk Clerk. This person will serve the park guests by greeting, performing guest transactions, operating necessary front desk equipment, etc. to ensure high quality guest relations.

Starting pay is \$12/hr.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. The list of duties and responsibilities are not listed by importance or priority. Other duties may be assigned.

- Takes reservations and register overnight campground guests. In Person, over the phone or by e-mail.
- Processes rent payment for residents.
- Greets general public professional and cheerfully.
- Gives complete instructions about the campground and travel/tourist information.
- Purchases and orders office and store supplies and materials as directed by supervisor.
- Operates office machines such as facsimile, adding machine, labeling, and copying machines.
- Routes incoming mail and prepares outgoing mail.
- Writes, types, or enters information into computer to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another as directed.
- Takes complaints, suggestions, and requests from residents of campground. Takes care of emergency and "immediate need" situations when managers not available.
- Follows all office procedures.
- Follows scheduled stocking and cleaning programs.
- Light cleaning of office.
- Data entry and filing.
- Responsible for opening and closing the office.
- Follows up on account receivables.
- Receives money from customers and deposits money in safe as directed. Proper procedures and documentation are to be followed.
- Answers telephone and gives information to callers or routes call to appropriate staff .
- Distributes messages.
- Responds to inquiries by mail, e-mail, and phone.
- Ability to acquire Food Handler Certificate within 30 days of hire.
- Fills Propane Bottles and Motorhome propane tanks.

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**River Run**  
  
**RV Park**  
**APPLICATION FOR EMPLOYMENT**

Please Print

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Last                                  First                                  Middle

Position(s) Applied For: \_\_\_\_\_ Date Applying: \_\_\_\_\_

Where Message can be left, if no phone: \_\_\_\_\_ SSN #: \_\_\_\_\_

Address: \_\_\_\_\_

Street                                  City                                  State                                  Zip Code

Email address: \_\_\_\_\_

Referral Source:  Advertisement  Friend  Relative  Walk-in  Agency  Other Employee

If you are under 18, can you furnish a work permit?  Yes  No

On what date would you be available to start work? \_\_\_\_\_

List any days or hours you would be unable to work: Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Can you work overtime, hours outside the normally defined work day or work week?  Yes  No

Can you work weekends?  Yes  No

Can you provide proof after you are hired that you can legally work in the United States?  Yes  No (Proof of citizenship or immigration status will be required upon employment)

Have you been convicted of any crime or entered a plea of nolo contendere? This item includes misdemeanors and felonies regardless of the length of time which has lapsed since their occurrence. Minor traffic violations resulting in a fine of \$499 or less do not need to be disclosed. Convictions dismissed under Section 1203.4 of the Penal Code MUST be disclosed  Yes  No If yes, please explain: \_\_\_\_\_

(Conviction will not necessarily disqualify applicant from employment-all factors involved will be considered).

Other than English what languages do you speak? \_\_\_\_\_

**Three references, not related to you, and not previous employers:**

Name	Address	Telephone Number
		( )
		( )
		( )

**EMPLOYMENT EXPERIENCE:**

- Are you employed now?  Yes  No If yes, may we contact your present employer?  
 Yes  No (If no, the job offer will be contingent upon receiving a satisfactory reference check)
- Have you ever been discharged or forced to resign from any employment situation?  
 Yes  No If yes, please explain: \_\_\_\_\_

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3. List your work experience, in its entirety, beginning with your present or last job in reverse order. Show promotions as separate jobs. Be sure to include appropriate military experience. Put an \* if the job gives you specific experience in the position for which you are applying. If you need more space, please use a separate sheet of paper.

Employer: \_\_\_\_\_ Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
 \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Temp Ave. # hrs. worked per week: \_\_\_\_\_  
 Your Position/Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Hourly/Monthly Rate: Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe Work Performed: \_\_\_\_\_  
 \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
 \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Temp Ave. # of hrs. worked per week: \_\_\_\_\_  
 Your Position/Title: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Hourly/Monthly Rate Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe Work Performed: \_\_\_\_\_  
 \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_  
 \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Temp Ave. # hrs. worked per week: \_\_\_\_\_  
 Your Position/Title: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Hourly/Monthly Rate: Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe Work Performed: \_\_\_\_\_  
 \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
 \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Temp Ave. # of hrs. worked per week: \_\_\_\_\_  
 Your Position Title: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Hourly/Monthly Rate: Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe Work Performed: \_\_\_\_\_  
 \_\_\_\_\_

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Special Skills and Qualifications: Please describe any special skills or qualifications you have acquired from employment or other experience which may help to qualify you for the position for which you are applying. Include where and how acquired. \_\_\_\_\_

**EDUCATION:** Have you ever graduated from highschool ?  Yes  No  
 If no, circle the highest grade completed: 3 4 5 6 7 8 9 10 11  
 College or Training/Vocational School which you attended after Highschool graduation:

Name	Address	Major	Units	Degree

If driving is required for this job, please supply the following information: Driver's License No. \_\_\_\_\_ State Licensed: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (A DMV report may be required at time of hire as well as periodically during your employment).

I give the Employer the right to investigate all references and to secure additional information about me, if job-related. Furthermore, I give the Employer the right to verify any educational reference given in this application. I hereby release, from liability, the Employer and its representatives for seeking such information and all other corporations, educational institutions, or organizations for furnishing such information. \_\_\_\_\_ **Initial here**

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. \_\_\_\_\_ **Initial here.**

In the event of my employment by the Company, I agree to abide by all present and subsequently issued rules of the Company. \_\_\_\_\_ **Initial here**

**I understand that just as I am free to resign at anytime, the Employer reserves the right to terminate my employment at any time, with or without cause, and without prior notice.** \_\_\_\_\_ **Initial here**

I authorize the Employer to request a consumer and/or investigative consumer report for employment purposes \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ **Initial here.** If such a report is requested you will receive a copy. The employer will share any adverse information in a credit report with you before the employment decision is made so you can verify the information.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

