

Name: _____ Position applied for: _____ Date: ___/___/___



EOE APPLICANT DATA RECORD

The RAMADA Oasis Convention Center, in recognition of its responsibility to its associates and the community it serves, reaffirms its policy to assure fair and equal treatment in all its employment practices, for all persons. The RAMADA will not discriminate on the basis of race, color, religion, sex, age, or national origin, or against any qualified handicapped individual.

Solely to help us comply with government record keeping and reporting, please provide the information about yourself, as requested on the EEO Application Data Record below.

The information you provide will be kept in a confidential file separate from your employment application. It will not accompany your application or any other information sent for management review.

PLEASE PRINT:

DATE: ___/___/___

POSITION APPLIED FOR: _____

NAME: _____

CHECK ONE: **MALE:** _____ **FEMALE:** _____

CHECK ONE: **WHITE:** _____ **BLACK:** _____ **HISPANIC:** _____

AMERICAN INDIAN / ALASKAN NATIVE: _____

ASIAN / PACIFIC ISLANDER: _____

CHECK IF APPLICABLE:

HANDICAPPED INDIVIDUAL: _____

Application will be kept on file with The RAMADA Oasis Convention Center for the applied open position (s) for a period of thirty (30) days from the date of application.

Name: _____ Position applied for: _____ Date: ___/___/___



EMPLOYMENT APPLICATION

RETURN TO: Ramada Oasis Convention Center
2550 N. Glenstone
Springfield, MO 65803

Phone: 417-866-5253
Fax: 417-866-5292

The Ramada Oasis Convention Center is dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, disability or national origin. Applicants may request accommodations under the Americans with Disabilities Act, as necessary to participate in our employment process. The RAMADA Oasis is an equal opportunity employer.

PERSONAL INFORMATION:

Date of Application: ___/___/___

SOCIAL SECURITY NUMBER: ___/___/___

NAME: Last ___ First ___ Middle ___

PRESENT ADDRESS: Street ___ City ___ State ___ Zip ___

PERMANENT ADDRESS: Street ___ City ___ State ___ Zip ___

PHONE NUMBER: Home() ___ Cell() ___

ARE YOU 18 YEARS OF AGE OR OLDER? Yes [] No [] DO YOU SMOKE? Yes [] No []

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes [] No []

Have you ever been known by any other name? Yes [] No []
If yes, what name? _____

Have you ever been convicted of a felony? Yes [] No []

Have you ever applied to The Ramada Oasis Hotel before? Yes [] No []
If yes, when? _____

Have you ever worked for the Ramada Oasis Hotel? Yes [] No []
If yes, when? _____

Are you related to an associate of the Ramada Oasis Hotel? Yes [] No []
If yes, who? _____

If case of emergency, notify: Name: _____ Phone: _____

If unable to contact, notify: Name: _____ Phone: _____

EMPLOYMENT DESIRED

Position Desired: _____

Type of Work: _____

How did you hear about this job? _____

Date that you can start: _____

Salary Desired: _____

Please circle days/shifts that you can work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 st Shift	1 st Shift	1 st Shift	1 st Shift	1 st Shift	1 st Shift	1 st Shift
2 nd Shift	2 nd Shift	2 nd Shift	2 nd Shift	2 nd Shift	2 nd Shift	2 nd Shift
3 rd Shift	3 rd Shift	3 rd Shift	3 rd Shift	3 rd Shift	3 rd Shift	3 rd Shift

List any shifts or days of the week that you cannot work: _____

EDUCATION:

Level	Name & Location	Circle Last Year Completed	Did you Graduate	Subject Studied and Degree Received
Grammar School		1 2	Yes <input type="checkbox"/>	
		3 4	No <input type="checkbox"/>	
High School		1 2	Yes <input type="checkbox"/>	
		3 4	No <input type="checkbox"/>	
College		1 2	Yes <input type="checkbox"/>	
		3 4	No <input type="checkbox"/>	
Business Vo-Tech		1 2	Yes <input type="checkbox"/>	
		3 4	No <input type="checkbox"/>	
Graduate Studies		1 2	Yes <input type="checkbox"/>	
		3 4	No <input type="checkbox"/>	

Profession or Trade Organizations of which you are a member: _____

Hobbies / Interests: _____

Job Related Skills: _____

Are able to physically perform the essential duties of this position? Yes No

Special Knowledge or Training: _____

EMPLOYMENT HISTORY: Beginning with your most recent or current position, list your last four employers, including military service and contract positions. We may contact these employers.

Employment Dates	Employer Information	Termination Status	Contact Persons and Phone
From (Month/Year)	Company:	Currently Employed:	Name of Immediate Supervisor: Begin Wages: End Wages:
To (Month/Year)	Address	O.K. to contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Your Duties:
Your Position:	Phone Number:	Reason for leaving?	Person to Contact:

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To (Month/Year)	Address	O.K. to contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Your Duties:
Your Position:	Phone Number:	Reason for leaving?	Person to Contact:

Why do you wish to work for this company? _____

Why do you feel that you would make a good employee? _____

Tell us about your work ethic: _____

REFERENCES: Please provide the names and other information requested below for three (3) persons whom you have known for at least one year. Please do not list relatives and former employers.

1.	Name:	Address:	Phone:	No. of years known:	Occupation:
2.	Name:	Address:	Phone:	No. of years known:	Occupation:
3.	Name:	Address:	Phone:	No. of years known:	Occupation:



EMPLOYMENT AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, as applicable) are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal, if I have been employed, no matter when discovered by The RAMADA Oasis Convention Center.

I understand that any employment is conditional on both an employment background, criminal history and (if applicable) a department of motor vehicles check. I authorize The RAMADA Oasis Convention Center to thoroughly investigate all statements contained in my application (and resume), and I authorize my former employers and references to disclose information regarding my former employment, character, and reputation in their company, without giving me prior notice of such disclosure. I also release Campus Inc., my former employers and all references from any and all claims, demands or liabilities arising from or related to this background check and any and all disclosures from same.

I understand and agree that nothing contained in my application or conveyed during my interview is intended to create an employment contract. I further understand and agree that, if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the RAMADA Oasis Convention Center. No promises regarding employment have been made to me; and I understand that no such promise or guarantee is binding upon The RAMADA Oasis Convention Center unless made in writing.

If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to a medical examination or a drug test at any time deemed appropriate by The RAMADA Oasis, and as permitted by law. I consent to such examinations and tests and I request that the examining doctor, or his representatives, disclose to The RAMADA Oasis Convention Center the results of the examinations or tests, which results may remain confidential and segregated from my personal file. I understand that my employment or continued employment, to the extent as permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired, a condition of my employment will abide by The RAMADA Oasis Convention Center’s Substance Abuse Statement.

If I am hired by The RAMADA Oasis Convention Center., I understand that I will be required to attest to my identity and employment eligibility as provided for my the **Immigration and Naturalization Act**. I understand that my failure to provide these documents will eliminate me from further consideration for employment.

I understand that filling out my application and signing this authorization does not indicate that there is a position open and does not obligate The RAMADA Oasis to hire. If hired, I agree to abide by all RAMADA Oasis work rules, policies, and procedures. The RAMADA Oasis Convention Center retains the right to revise work rules, policies, and procedures in whole or part, at any time.

I understand that my application will be “On File” with The RAMADA Oasis for consideration for the applied position(s) for a period of (30) days from the date of application. Should RAMADA Oasis not offer me employment within that 30-day period, I understand that I will have to re-apply and submit another application should I desire to be considered for any open position(s) after that time.

Signed: _____

Date: _____