

# Ramos Oil Company, Inc.



## EMPLOYMENT APPLICATION

Corporate Offices  
 1515 S. RIVER ROAD, WEST SACRAMENTO, CA 95691  
 Human Resources Support Services: (916) 371-2570 ext. 282  
 Lobby Hours: 7:00 a.m. to 5:00 p.m.

Ramos Oil Company, Inc., is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

*Note: Incomplete applications will not be processed. Resumes may be attached to a completed Ramos Oil Company, Inc. employment application, but are not to be substituted in place of a completed employment application.*

*(If completing off-line, application should be printed in ink and/or typed.)*

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number		Alternate Number	
How Did You Hear About Us?			
<input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Agency <input type="checkbox"/> Current Employee (insert name)_____			
<input type="checkbox"/> Other _____			

Can you, upon employment, submit verification of your legal right to work in this country?  
 (Proof of eligibility will be required upon offer of employment)     YES  NO

Are you over the age of 18 years?  
 (If no, you may be required to provide authorization)     YES  NO

Can you with or without reasonable accommodation, perform the essential functions of the job for which you have applied? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.)     YES  NO

Have you ever worked for Ramos Oil Company, Inc. before? (If yes, please give date.)  
 Date:     YES  NO

Under what name? \_\_\_\_\_

Have you ever been convicted of a crime? (In answering this question, do not include convictions in excess of two (2) years old relating to possession or use of an ounce or less of marijuana, nor any misdemeanor conviction for which probation has been completed.) *NOTE: a conviction will not necessarily disqualify you from the position for which you have applied.*

YES  NO   
If yes, explain to interviewer.

Do you have a valid driver's license? (Only for positions requiring driving as a part of the essential job functions.)

YES  NO

Have you been convicted of any moving violations in the past five years?

YES  NO

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

If hired, do you have a reliable means of transportation to work?

YES  NO

Is anyone related to you employed by Ramos Oil Company, Inc.?

YES  NO

If yes, please give their name and relationship to you.  
 \_\_\_\_\_

What salary or rate of pay do you expect to receive if employed? \_\_\_\_\_ per \_\_\_\_\_ hour

Have you ever been fired or asked to resign from a job?

YES  NO

If yes, please explain. \_\_\_\_\_  
 \_\_\_\_\_

Our retail units are operated 7 days a week and up to 24 hours a day. Are you prepared to be available for work during such time with proper notice?

YES  NO

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

Days and Hours Available: (If employed, I will notify my supervisor in writing, should my availability change.)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

**EDUCATION**

Circle highest grade completed.

➤ Grammar School 1 2 3 4 5 6 7 8

➤ High School 9 10 11 12  
 Diploma?  YES  NO

➤ College 1 2 3 4 5  
 Degree?  YES  NO      Subject: \_\_\_\_\_

➤ Vocational 1 2 3 4  
 Certification?  YES  NO      Area: \_\_\_\_\_

Name of last school attended: \_\_\_\_\_

Please list any academic honors, scholarships, offices held, etc. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)  
 \_\_\_\_\_

Describe any specialized training, apprenticeships, licenses or skills: \_\_\_\_\_

Have you received any job-related training in the United States Military? YES  NO

Please give dates and explanation: \_\_\_\_\_

Are you bondable?  YES  NO

**EMPLOYMENT HISTORY** *Start with your present or last job. The Department of Transportation requires that employment for at least three (3) years and/or Commercial driving experience for the past 10 years be shown. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Ramos Oil Company, Inc.)*

<b>Company Name</b>	<b>Employment Dates From To</b>	<b>Salary/Hourly Wage Start End</b>	<b>Name and Title of Supervisor</b>
		\$ \$	
<b>Address</b>	<b>Your Job Title and Duties:</b>		
<b>Phone</b>	<b>Reason for leaving and explanation</b>		
<b>Company Name</b>	<b>Employment Dates From To</b>	<b>Salary/Hourly Wage Start End</b>	<b>Name and Title of Supervisor</b>
		\$ \$	
<b>Address</b>	<b>Your Job Title and Duties:</b>		
<b>Phone</b>	<b>Reason for leaving and explanation</b>		
<b>Company Name</b>	<b>Employment Dates From To</b>	<b>Salary/Hourly Wage Start End</b>	<b>Name and Title of Supervisor</b>
		\$ \$	
<b>Address</b>	<b>Your Job Title and Duties:</b>		
<b>Phone</b>	<b>Reason for leaving and explanation</b>		

<b>Company Name</b>	<b>Employment Dates From To</b>	<b>Salary/Hourly Wage Start End</b>	<b>Name and Title of Supervisor</b>
		\$ \$	
<b>Address</b>	<b>Your Job Title and Duties:</b>		
<b>Phone</b>	<b>Reason for leaving and explanation</b>		
<b>Company Name</b>	<b>Employment Dates From To</b>	<b>Salary/Hourly Wage Start End</b>	<b>Name and Title of Supervisor</b>
		\$ \$	
<b>Address</b>	<b>Your Job Title and Duties:</b>		
<b>Phone</b>	<b>Reason for leaving and explanation</b>		

Please provide any other information that you feel will help us in considering your application for employment. Indicate any accomplishments or projects you completed in your previous employment. Explain any gaps in employment.

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**PERSONAL REFERENCES** List four (4) Do not include relatives or former employers.

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Relationship/Occupation</b>	<b>Years Known</b>

Go to next page, "Applicant Acknowledgement and Authorization" and complete. Note, employment applications that are submitted without completion of the "Applicant Acknowledgement and Authorization" section cannot be processed by Ramos Oil Company, Inc.

**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_  
Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials

I hereby authorize Ramos Oil Company, Inc., to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

\_\_\_\_\_  
Initials

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

**I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.**

**Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Name and contact telephone number of person completing this form if other than applicant:**

**Name:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**RAMOS OIL COMPANY, INC. IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**