



OMEGA WORLD TRAVEL

EMPLOYMENT APPLICATION

We sincerely appreciate your interest in working for Omega World Travel. Please state all information clearly and accurately.

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or the presence of a non-job related medical condition or disability or any other legally protected status in compliance with federal and state equal employment opportunity laws.

| | | | |
|-----------------------------|----------------------|-----------------------|-----------------|
| Full Name (last name first) | | Position applying for | Date |
| Daytime Phone () | Evening Phone () | Time I can be reached | Social Security |
| Present Address | | City/State/Zip | |
| In case of emergency notify | | | Phone () |

Describe the position you are applying for

What personal or professional goals might this position achieve for you?

| | |
|--|---|
| Minimum annual salary you could consider (Hourly salary for part-time position) | Preferred geographical location: <input type="checkbox"/> Virginia <input type="checkbox"/> Maryland <input type="checkbox"/> Washington DC <input type="checkbox"/> Jacksonville, NC <input type="checkbox"/> Other _____ |
|--|---|

INTERVIEWS *For office use only*

| Starting Date | | Starting Salary | Bus. Unit #/Name | Position |
|---------------|-------------|-----------------|------------------|----------|
| Date | Interviewer | Comments | | |
| | | | | |
| | | | | |
| | | | | |

EMPLOYMENT RECORD*List below past and present employment for the last ten years, beginning with most recent.***THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS - Even if a resume is attached**

| | | |
|--|-------------------|--|
| Company Name | | Job Title |
| Street Address | | Duties - promotions/supervisory experience |
| City, State, Zip | Phone | |
| Immediate Supervisor | Phone | |
| Reason for leaving | | |
| Employment - From | To | |
| Annual Base Salary (hourly if part-time) | Overtime Bonus \$ | Salary prior to last review |
| | Other Bonus | Date of last review |

| | | |
|----------------------|--------|--|
| Company Name | | Job Title |
| Street Address | | Duties - promotions/supervisory experience |
| City, State, Zip | Phone | |
| Immediate Supervisor | Salary | |
| Employment - From | To | |
| Reason for Leaving | | |

| | | |
|----------------------|--------|--|
| Company Name | | Job Title |
| Street Address | | Duties - promotions/supervisory experience |
| City, State, Zip | Phone | |
| Immediate Supervisor | Salary | |
| Employment - From | To | |
| Reason for Leaving | | |

Additional Related Experience

BUSINESS REFERENCES*List past clients serviced or other client related references*

| | | | |
|---------------|--------------|------------------|--|
| Name | | Title/Occupation | |
| Business Name | | Location | |
| Phone | Relationship | Years Acquainted | |
| Name | | Title/Occupation | |
| Business Name | | Location | |
| Phone | Relationship | Years Acquainted | |
| Name | | Title/Occupation | |
| Business Name | | Location | |
| Phone | Relationship | Years Acquainted | |

PLEASE ATTACH EMPLOYMENT REFERENCES PLEASE ATTACH EMPLOYMENT REFERENCES

EDUCATION & TRAINING

| HIGH SCHOOL | LOCATION | YEARS ATTENDED - CIRCLE NUMBER | DID YOU GRADUATE? |
|---------------------|-----------------|-----------------------------------|--|
| | | 1 2 3 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | 1 2 3 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| COLLEGE/UNIVERSITY | MAJOR | YEARS ATTENDED - CIRCLE NUMBER | DID YOU GRADUATE? |
| | | 1 2 3 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | 1 2 3 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| TRAVEL/TRADE SCHOOL | NUMBER OF HOURS | DATES | SUBJECT |
| | | | |
| | | | |
| SPECIAL COURSE | LOCATION | DATES | SUBJECT |
| | | | |
| | | | |

Special Achievements, Activities, Awards

TRAVEL SKILLS *To be completed by travel consultant applicants and managers only*

SPECIALIZATIONS - Indicate number of years experience

_____ Government _____ International _____ Wholesale _____ On-Site Manager
 _____ Corporate _____ Groups _____ Accounting _____ Office Manager
 _____ Leisure _____ Training _____ Quality Control _____ Incentives

AIRLINE RESERVATION COMPUTER EXPERIENCE

_____ System Number of years _____ Advanced Intermediate Basic
 _____ System Number of years _____ Advanced Intermediate Basic
 _____ System Number of years _____ Advanced Intermediate Basic

PACKAGE TOURS

_____ Number of years _____ Advanced Intermediate Basic
 Specialties _____

SUPERVISORY SKILLS

LANGUAGE SKILLS *Circle fluency in each category*

| LANGUAGE | SPEAK | | | READ | | | WRITE | | |
|----------|--------|------|----------|--------|------|----------|--------|------|----------|
| | Fluent | Good | Beginner | Fluent | Good | Beginner | Fluent | Good | Beginner |
| | Fluent | Good | Beginner | Fluent | Good | Beginner | Fluent | Good | Beginner |
| | Fluent | Good | Beginner | Fluent | Good | Beginner | Fluent | Good | Beginner |

COMPUTER SKILLS

WordPerfect Word Excel Power Point Access HTML Java Macintosh FoxPro

Other _____

PERSONAL TRAVEL EXPERIENCE

| DESTINATION/CRUISE SHIP | YEAR | DESTINATION/CRUISE SHIP | YEAR |
|-------------------------|------|-------------------------|------|
| | | | |
| | | | |
| | | | |
| | | | |

GENERAL INFORMATION

Are you legally eligible for employment in the United States? Yes No
Proof of U.S. citizenship or immigration status will be required upon employment.

Have you been convicted of a felony within the last five years? _____.

How did you hear of this position? _____

List any friend or relatives working for Omega (specify relationship) _____

Have you worked for Omega World Travel in the past? Yes No

CONFIDENTIALITY, LIMITED NON-COMPETE AGREEMENT

In consideration of my employment, I acknowledge that my employment is at will and therefore my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of Omega or myself. I understand that no representative of Omega other than the president has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and any representations contrary to the foregoing are expressly disavowed, shall not be binding upon Omega and should not be relied upon by any prospective or existing employee, unless made in writing and signed by the president. I further acknowledge that any Omega personnel manual, handbook, publication, policy, procedure, rule or regulation that may now or in the future apply to me is not contractual in nature and is not intended to modify the foregoing employment relationship.

In recognition of my employment, I agree: (1) to keep confidential all information obtained while working at Omega that relates to clients, including all personal data in profiles and reservation and ticket information; (2) not to reveal or provide to any competitor or potential competitor any of Omega's client names, prospect names, sales material, or other data that could damage Omega's competitive position in the marketplace; (3) to refrain from soliciting Omega's clients or employees or assisting others to solicit Omega's clients or employees within 12 months after I leave Omega for whatever reason; and (4) to refrain for 12 months after I leave Omega for any reason (or no reason) from providing travel services to any client on which I spent a significant amount of my time at Omega. (Item 4 does not apply to employees who were working directly for the client prior to Omega obtaining that client or to employees who are laid off by Omega for lack of work.)

I state that all the foregoing information is true and correct to the best of my knowledge and belief. In the event that any of the above information is false or there is a material omission, it may be grounds for immediate dismissal. I authorize Omega to contact my previous and current employers and personal references. (If there are any restrictions, they must be noted here.)

You may not contact _____

Because _____

Signature _____ Date _____



Authorization to Release Information - Omega

I understand that investigative background inquiries are to be made on myself, including but not limited to, consumer credit, criminal, civil, driving, banking, financial, insurance, employment, educational and other records and reports. I hereby authorize and direct any and all federal, state, and local governmental or civil agencies, and all consumer reporting agencies, educational institutions, present or former employers and individuals who may have information on me in their records or files or by virtue of personal knowledge, to disclose and release to Kohn and Company d/b/a Graymark Security Group ("Graymark") such information as may legally be released under the Freedom of Information Act, the Fair Credit Reporting Act, the Driver Privacy Protection Act and other applicable federal or state laws.

I understand and agree that any and all information so disclosed and released to Graymark by any agency, institution, entity, or individual shall be made known to **Omega World Travel - Corporate** or its designees. Further, if hired, I understand this document shall serve as a continuous authorization during my employment

Graymark follows reasonable procedures to assure maximum possible accuracy of the information reported. I realize this information is obtained and processed by fallible sources (human and otherwise) and that Graymark cannot be either an insurer or a guarantor of the accuracy of the information reported, and, therefore, release Graymark, its affiliates, officers, agents, employees, independent contractors, heirs, successors and assigns for any negligence of third party furnishers of information in connection with erroneous information provided by such third parties.

I hereby do covenant not to sue and by these presents hereby do release, discharge and agree to indemnify and forever hold harmless Graymark, **Omega World Travel - Corporate**, and their officers, agents, contractors and employees, heirs, successors and assigns as well as any and all agencies, institutions, employers, or persons who furnish any information about me, with respect to any and all claims or demands which I, my successors, assigns, heirs, executors or administrators or personal representatives have now or may ever have resulting directly, indirectly or remotely from said agencies, institutions, employers, or individuals having furnished or provided any information about me.

As outlined in the Fair Credit Reporting Act, if my application is declined based in whole or in part on information contained in a consumer report, I understand that Omega World Travel - Corporate will disclose this fact to me along with the name and address of the consumer reporting agency where it obtained the credit report. I hereby consent and allow Omega World Travel - Corporate to procure any consumer report, now or, if I am employed, at any time in the future, as Omega World Travel - Corporate deems necessary for employment purposes, pursuant to Section 604(b) of the Consumer Credit Reporting Reform Act of 1996. I am providing an/my email address for simultaneous reporting of any adverse information to the company and myself.

Signature _____ Email _____ Date _____

The following information is used for identification and statistical purposes as permitted under EEOC guidelines.

Please print all requested information

Cost Center _____

Last _____ First _____ MI _____

Other Names Used _____ Race _____ Sex _____

Social Security _____ Date of Birth _____ Driver's License # _____ State _____ Phone _____

Current Street Address _____ City _____ State _____ Zip _____

Please provide previous addresses for the past seven (7) years

Street Address _____ City _____ State _____ Zip _____

Street Address _____ City _____ State _____ Zip _____

Street Address _____ City _____ State _____ Zip _____

If employment verification is requested, may we contact your current employer? Yes No



Affirmative Action Information - Applicant

Omega World Travel is a government contractor which requires that we take affirmative action to employ and advance in employment qualified women, minorities, disabled veterans and protected veterans, as well as individuals with disabilities.

Please let us know if you would like to be included in the affirmative action program by checking all the boxes below that apply to you. This information will only be used to assist us in fulfilling Equal Opportunity requirements to determine race, gender, disability, and veteran status of applicants as a group for each job position. Submission of this information is completely voluntary and refusal to provide it will not subject you to any adverse treatment. This information will not be kept in any individual's personnel file and will not be viewed by any hiring managers.

A written copy of the Affirmative Action Program is available for inspection by any employee or applicant for employment during normal business hours by calling Shannon Culbertson at 703-359-0200 ext. 307.

Name _____

Job Position (for which I am applying) _____

Referred By _____

Department _____

Gender: Female Male I do not want to self-identify my gender

Race/Ethnicity

Please note that for tracking purposes only one race/ethnic group can be listed. If you are of more than one group, please check the box for the group with which you most closely identify.

- Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White** (*not Hispanic or Latino*) - A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black or African American** (*not Hispanic or Latino*) - A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** (*not Hispanic or Latino*) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian** (*not Hispanic or Latino*) - A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian/Alaskan Native** (*Tribal Affiliation*) (*not Hispanic or Latino*) - A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community identification.
- Two or More Races** (*not Hispanic or Latino*) - A person identified with two or more races and NOT of Hispanic origin.
- I do not want to self-identify my ethnicity.**

Employment Eligibility

Are you legally eligible for employment in the United States? Yes No

If you are not a United States citizen, you will be required to provide a copy of one of the following forms before commencing employment:

Indicate the form you possess: Form I-151 Form I-551 Form I-94