



Human Resource Department
Spirit Lake Casino & Resort
 7889 Hwy 57
 St Michael ND 58370-9000
 701-766-4747 Ext. 479

EMPLOYMENT APPLICATION

Please read carefully and complete all areas on this application. All required documents *must be* attached or this application will be considered incomplete.

APPLICATION CHECKLIST	
1. Copy of Tribal Enrollment Verification – Required (Either the Enrollment Form or the picture ID.)	
2. Picture ID/Copy of North Dakota Driver’s License – Required – (For driving positions and as a form of picture identification.)	
4. Copy of High School Diploma or GED – (Required for certain positions).	
5. All applicants will complete KeyTrain pre-assessment for training purposes. Applicants may also be subject to WorkKeys Testing, depending on the position desired. This service is provided in cooperation with Job Service of North Dakota.	
6. College Degree and Transcripts – (Provide copies if required for position.)	
7. Training Certificates and Grades – (If required for position.)	
8. DD 214 Veteran Preference – If applicable	
9. Copy of STEPS Certificate – If you have been previously employed with the Spirit Lake Casino & Resort this program is required. Contact the Human Resource Office for more information.	

SPIRIT LAKE CASINO & RESORT EMPLOYMENT APPLICATION

Please read carefully: You must answer all questions completely and accurately. Any omissions or misrepresentations can constitute grounds for dismissal.

Position Desired: _____ Application Date: _____

(A High School Diploma or GED is required for all positions within the Casino & Resort except for Dishwasher, Housekeeping, Events Staff, Beverage & Buffet Server. For positions in Maintenance, Transportation and Valet Parking, you must have a current ND Drivers License.)

Position Status Desired: _____ Full-time _____ Part-time _____ Call-in _____ Temp/Seasonal

Have you been referred from TERO (A TERO form must be attached.)

A Pre-Employment Drug Test is mandatory to be employed by the Spirit Lake Casino & Resort.

I. PERSONAL INFORMATION (please print clearly)

Name _____ Former Name/Other Name _____

Address _____ City _____

State _____ Zip Code _____ Do You Have a Valid Drivers License Yes No

Social Security Number _____ Are you age 21 or older Yes No Male Female

Ethnic Origin: Native American _____ Caucasian _____ Other (please list) _____ US Citizen: Yes No

Tribal Affiliation _____ Enrollment Number _____

Do you currently live within the boundaries of the Spirit Lake Indian Reservation? Yes _____ No _____

Have you ever been employed by the Spirit Lake Casino & Resort? Yes _____ No _____

Veteran: Yes _____ No _____ Branch _____ Date Entered _____ Discharged _____

Home Telephone No. _____ Work Telephone No. _____

Person to contact in case of emergency _____ Phone No. _____

Have you ever been convicted of a felony or misdemeanor within the last ten years? Yes _____ No _____

If yes please provide the following information:

Date of Arrest	Offense	City/State	Disposition
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any physical disabilities, impairments or take any prescription medications that may require special accommodations or will affect your employment in any way? Yes _____ No _____ If yes, please provide the necessary information. _____

We will make every effort to assist you in finding employment and accommodate any limitation to the extent it is reasonably possible to do so. However, if necessary, we may require a doctor's statement.

II. EDUCATIONAL INFORMATION

Circle Grade Level Completed: 1 2 3 4 5 6 7 8 9 10 11 12 _____ Year Graduated _____

Name of High School _____

GED Completed: Yes _____ No _____ Year _____

College Level Completed: 1 2 3 4 + Degree _____ Major _____ Year _____

College Name _____ Address _____

Other Training: _____

III. EMPLOYMENT HISTORY

Employer _____ Position Held _____

Address _____ Telephone No. _____

From _____ to _____ Salary _____ Years of Employment _____
Month Day Year Month Day Year

Supervisor _____ Job Duties: _____

Reason for leaving: _____

Employer _____ Position Held _____

Address _____ Telephone No. _____

From _____ to _____ Salary _____ Years of Employment _____
Month Day Year Month Day Year

Supervisor _____ Job Duties: _____

Reason for leaving: _____

Employer _____ Position Held _____

Address _____ Telephone No. _____

From _____ to _____ Salary _____ Years of Employment _____
Month Day Year Month Day Year

Supervisor _____ Job Duties: _____

Reason for leaving: _____

IV. REFERENCES

List three employment references that are familiar with your quality of work. Do not list relatives.

Name	Mailing Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

State any additional information and skills which may be helpful to us in considering your application.

V. CERTIFICATION

I certify that the statements made on this application are complete and true to the best of my Knowledge and my misrepresentation, falsification, or omission shall be grounds for dismissal. I understand and agree that my employment is at will and nothing in any other document shall be deemed to create any contract of employment between myself and the Spirit Lake Casino & Resort.

I Fully understand that my failure to keep confidential matters concerning the Spirit Lake Casino & Resort's financial status and/or other matters confidential will result in my immediate termination. I will not disclose to any unauthorized person information of a proprietary or confidential nature pertaining to any aspect of the Spirit Lake Casino & Resort or the Spirit Lake Tribe.

In Addition, I acknowledge that the Spirit Lake Casino & Resort has the right to investigate any job related information that it believes relevant including but not limited to employment history, educational background and all Tribal Court, County, State and Federal Records. I hereby release the Spirit Lake Casino & Resort or any officer or employee from all liability for any claim or damages resulting from the release of this information.

In compliance with the Drug Free Work Place Act of 1988, all employees are required to submit to pre-employment drug testing and random drug testing. (See Attached Document). As a condition of employment, I agree to comply with this policy and all other policies and procedures of the Spirit Lake Casino & Resort.

Signature

Date

Notice: This application will remain on file for six (6) months.

SPIRIT LAKE CASINO & RESORT DRUG FREE WORKPLACE POLICY

The Spirit Lake Casino & Resort is a drug-free workplace. Employees who use, attempt to possess or use, participate in the transfer, sale or possession of illegal drugs or other controlled substances while on the job or on work premises (including the Casino parking lots) are in violation of this policy. Employees who report to work under the influence of alcohol, illegal drugs or other controlled substances are considered a threat to the general safety, productivity, security and accountability of the Casino and are also in violation of this policy.

We must be continually concerned as to the effect of illegal drug-related activities (such as possession, sale, offering and using) on the reputation of the Casino in general and the adverse impact upon the goal of the Casino to provide honest entertainment in a safe, friendly environment. When an employee's actions threaten this goal, Casino management is obligated to act in the best interest of its customers and the Tribe. In this situation, the most appropriate action is often discharge from employment.

DRUG TESTING SITUATIONS

There are three situations that will require the employee to submit to drug testing in order to remain employed by the Casino. These are:

- a) Pre-Employment testing will be done on all new hires.
- b) All employees retained for the purpose of driving for the Casino (such as the Shuttle Drivers, Fun Bus Drivers and Valet) will be subject to a drug test every time the test is being conducted.
- c) All employees are subject to random drug-use testing selected by the computer randomly at any time. Random tests shall not be designed to include a particular employee. However, certain jobs, because of their sensitivity, may be subject to greater sampling.

Refusal to submit to drug – use testing upon request shall be grounds for immediate removal from employment. Failure to appear and take the assigned test is considered refusal, as in appearing at the assigned place and time but leaving before the test is administered.

Any employee who fails the drug – use testing conducted under any of the above situations, shall be immediately discharged.

Individuals who are removed from employment as the result of refusing to submit to drug – use testing, may re-apply for a position with the Casino & Resort after a waiting period of six months. Pre-employment drug testing will be required.

An individual who is removed from employment for failing the drug testing shall be allowed to re-apply for a position with the Casino only upon demonstration that he or she has undertaken realistic steps to become and remain drug free, or upon demonstration that the drug test performed is not valid. Individuals so applying will be required to take an appropriate drug – use screening test. Except in unusual circumstances, a waiting period of six months following discharge, shall be required before an individual demonstrating rehabilitation from drug use may re-apply.

Should the behavior of an employee provide probable cause of illegal drug usage, the employee may be requested to voluntarily take a drug test. Should an employee refuse to do so the employee may be required to submit other proof that he or she is drug free and may be suspended until such evidence is presented and found satisfactory.

The Human Resource Director shall, upon request, assist employees and individuals discharged as employees, in identifying available resources to address alcohol and/or drug addiction or improper usage. Utilization of drug and/or alcohol treatment programs and payment for service providers, is the responsibility of the individual pursuing treatment.

I acknowledge that I fully understand the contents of the Spirit Lake Casino & Resort Drug Policy, which was amended and approved by the Spirit Lake Gaming Commission on February 9, 1999.

Signature

Date