



Human Resource Department
Spirit Lake Casino & Resort
7889 Hwy 57
St Michael ND 58370-9000
701-766-4747 Ext. 508

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 and returned to you.**

APPLICATION CHECKLIST	
1. Copy of Tribal Enrollment Verification or Tribal Picture ID – (Required, if claiming Native American or enrolled preference)	
2. Copy of North Dakota Driver’s License – (Required, for driving positions)	
3. Copy of High School Diploma or GED – (Required for certain positions)	
4. College Degree and Transcripts – (Provide copies if required for position)	
5. Training Certificates and Grades – (If required for position)	
Please Note that all applicants will be required to provide a valid picture ID upon employment.	

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

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 18 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? Yes _____ No _____ or Misdemeanor? Yes _____ No _____ within the last ten years? 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.

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: _____

II. 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: _____

III. 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.

IV. CERTIFICATION

I certify that the statements made on this application are complete and true to the best of my knowledge and any misrepresentation, falsification, or omission shall be grounds for immediate dismissal.

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 authorize all persons and entities to whom this release is presented, having information related to or concerning me, to furnish any and all such information to any agent of the Spirit Lake Casino & Resort. Any reproduction of this release shall be considered as valid as the original, whether it is photocopy, fax, or other process. This authorization is valid for six (6) months from the date signed below.

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.

The Spirit Lake Casino & Resort subscribes to a Drug Free Workplace. I understand that if an offer of employment is extended, employment is contingent upon the final outcome of a Pre-Employment Drug Test. A positive test, refusal to test, or failure to show up for the test is grounds for immediate dismissal.

If employed I agree to comply with all policies and procedures of the Spirit Lake Casino & Resort.

By my signature below I indicate that I have read and fully understand the foregoing and that I seek employment under these conditions.

Signature

Date

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