



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.***

REMINDER: If you are selected to attend orientation, you must complete the full two-day orientation to be paid for those two days.

Applications WILL NOT be kept on file if you do not have working phone numbers listed.

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)
Copy of State Identification Card | |
| 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 Social Security card upon employment. (Copy of will be accepted) | |

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 16 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.