



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. <b>Copy of Tribal Enrollment Verification or Tribal Picture ID</b> – (Required, if claiming Native American or enrolled preference) |  |
| 2. <b>Copy of North Dakota Driver's License</b> – (Required, for driving positions)<br><b>Copy of State Identification Card</b>        |  |
| 3. <b>Copy of High School Diploma or GED</b> – (Required for certain positions)  |  |
| 4. <b>College Degree and Transcripts</b> – (Provide copies if required for position)   |  |
| 5. <b>Training Certificates and Grades</b> – (If required for position)  |  |
| <b>Please Note</b> 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** \_\_\_\_\_ **County** \_\_\_\_\_ **City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ **Do You Have a Valid Drivers License** Yes No

**Social Security** \_\_\_\_\_ **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:**

<b>Date of Arrest</b>	<b>Offense</b>	<b>City/State</b>	<b>Disposition</b>
_____	_____	_____	_____
_____	_____	_____	_____

**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.