

# Employment Application

All applicants will be required to complete this employment application to be considered for open positions at Chinook Winds Casino Resort. Incomplete applications will not be considered. Please type or print clearly.

Position Applying for: \_\_\_\_\_ Date: \_\_\_\_\_

## Availability

What type of employment status are you seeking?  Full Time  Part Time  Temporary/Seasonal

Which shifts are you available?  Days  Swing  Graveyard  Any

Are you willing to work overtime, weekends, and holidays?  Yes  No

## Personal Information

Social Security Number: \_\_\_\_\_

Name (First, Middle Initial, Last): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Message Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Aliases/Previous Names Used: \_\_\_\_\_

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

Are you 21 years of age or older?  Yes  No

If no, state age: \_\_\_\_\_

Have you ever been employed at Chinook Winds Casino Resort?  Yes  No

Date(s) employed: \_\_\_\_\_

Previous position(s): \_\_\_\_\_

Reason for Separation(s): \_\_\_\_\_

Do you have any relatives employed at Chinook Winds Casino Resort?  Yes  No

If yes, list name(s) and position(s)? \_\_\_\_\_

Are you an enrolled tribal member?  Yes  No

If yes, what tribe? \_\_\_\_\_ Roll # \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

## Criminal History

Please note that a "Yes" answer to any of the following questions will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions.

Have you ever been convicted or plead guilty to any criminal offense other than traffic offenses?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you been released from confinement following a conviction within the past 10 years?  Yes  No

If yes, please explain: \_\_\_\_\_

Are you currently awaiting trial for any criminal offense?  Yes  No

If yes, please explain: \_\_\_\_\_

## References

Please list 5 character references that you have known for five or more years. Do not include relatives, any household members, present or past employers, or employees you supervised.

Name	Street/City/State	Phone	Years Known

## Education/Training

If you did not graduate from high school, do you have a GED?  Yes  No

Name	City/State	Graduated	Degree Type
<i>High School</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>College</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Other</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please list any additional training and/or certifications pertinent to the job applied for that you possess.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment History

Beginning with your current status and working backwards, list all employment, student, military employment, and volunteer activities for the last 10 years. Completed dates, addresses, phone numbers, reason for leaving, job titles, and job duties are required in order for the job application to be considered. Do not write "see resume." If more space is needed, please use an additional sheet of paper.

May we contact current employer?  Yes  No

<i>Employer</i>		<i>Start Date</i>	<i>End Date</i>
<i>Mailing Address</i>	<i>City/State</i>	<i>Phone Number</i>	
<i>Job Title</i>	<i>Wage</i>	<i>Reason for Leaving</i>	
<i>Duties</i>			

<i>Employer</i>		<i>Start Date</i>	<i>End Date</i>
<i>Mailing Address</i>	<i>City/State</i>	<i>Phone Number</i>	
<i>Job Title</i>	<i>Wage</i>	<i>Reason for Leaving</i>	
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<i>Job Title</i>	<i>Wage</i>	<i>Reason for Leaving</i>	
<i>Duties</i>			

Explain any gaps in your 10 year employment history. List the dates and reasons i.e. "Student" or "Unemployed."

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# Skills Assessment

Please check the skills listed below that you are proficient with and have used on the job and/or while in school.

- | Clerical                                   | Computer Programs                               | Leadership                                       | Dealing                                   |
|--|---|--|---|
| <input type="checkbox"/> 10 Key by Sight   | <input type="checkbox"/> Adobe Photoshop        | <input type="checkbox"/> Addressing Complaints   | <input type="checkbox"/> 3 Card Poker     |
| <input type="checkbox"/> 10 Key by Touch   | <input type="checkbox"/> Internet               | <input type="checkbox"/> Coaching/Counseling     | <input type="checkbox"/> 7 Card Stud      |
| <input type="checkbox"/> Copier            | <input type="checkbox"/> MS Access              | <input type="checkbox"/> Development Plans       | <input type="checkbox"/> Blackjack        |
| <input type="checkbox"/> Correspondence    | <input type="checkbox"/> MS Excel               | <input type="checkbox"/> Directing Work          | <input type="checkbox"/> Craps            |
| <input type="checkbox"/> Customer Service  | <input type="checkbox"/> MS Outlook             | <input type="checkbox"/> Disciplinary            | <input type="checkbox"/> Let It Ride      |
| <input type="checkbox"/> Data Entry        | <input type="checkbox"/> MS Power Point         | <input type="checkbox"/> Employee Relations      | <input type="checkbox"/> Omaha            |
| <input type="checkbox"/> Database          | <input type="checkbox"/> MS Word                | <input type="checkbox"/> Event Planning          | <input type="checkbox"/> Pai Gow          |
| <input type="checkbox"/> Editing           | <b>Computer Technology</b>                      | <input type="checkbox"/> Hiring/Firing           | <input type="checkbox"/> Roulette         |
| <input type="checkbox"/> E-mail            | <input type="checkbox"/> Computer Graphics      | <input type="checkbox"/> Interviewing            | <input type="checkbox"/> Single 21        |
| <input type="checkbox"/> Fax               | <input type="checkbox"/> Graphic Design         | <input type="checkbox"/> Manager                 | <input type="checkbox"/> Texas Hold 'Em   |
| <input type="checkbox"/> Filing            | <input type="checkbox"/> Installing Hardware    | <input type="checkbox"/> Mentor/Coach            | <b>Foreign Language</b>                   |
| <input type="checkbox"/> Internet          | <input type="checkbox"/> Installing Software    | <input type="checkbox"/> Performance Evaluations | <input type="checkbox"/> Chinese          |
| <input type="checkbox"/> Mailroom          | <input type="checkbox"/> Network Administration | <input type="checkbox"/> Planning                | <input type="checkbox"/> Japanese         |
| <input type="checkbox"/> Minutes           | <input type="checkbox"/> Programming            | <input type="checkbox"/> Policies & Procedures   | <input type="checkbox"/> Sign Language    |
| <input type="checkbox"/> Multi Line Phones | <input type="checkbox"/> SQL                    | <input type="checkbox"/> Report Writing          | <input type="checkbox"/> Spanish          |
| <input type="checkbox"/> Office Equipment  | <input type="checkbox"/> Systems Analysis       | <input type="checkbox"/> Resolving Problems      | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> Proofreading      | <input type="checkbox"/> Tech Support           | <input type="checkbox"/> Reward Plans            | <b>Cash Handling</b>                      |
| <input type="checkbox"/> Receptionist      | <input type="checkbox"/> Telecommunications     | <input type="checkbox"/> Strategic Planning      | <input type="checkbox"/> Under \$1000 Day |
| <input type="checkbox"/> Scheduling        | <input type="checkbox"/> Troubleshooting        | <input type="checkbox"/> Supervisor              | <input type="checkbox"/> Over \$1000 Day  |
| <input type="checkbox"/> Typing            | <input type="checkbox"/> Web Design             | <input type="checkbox"/> Training                | <input type="checkbox"/> Chip Handling    |

List any additional skills pertinent to the job applied for that you possess.

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## Applicant Statement

- ✓ Initial: \_\_\_\_ I understand that this application form is intended for use in evaluating my qualifications for employment and that this application is not an offer of employment. I further understand that if hired, my employment will be considered “at-will” and that my employment may be terminated for any reason, with or without cause or notice, at any time by me or Chinook Winds Casino Resort and that this application is not intended to constitute a contract of continued employment.
- ✓ Initial: \_\_\_\_ I certify that the information submitted by me on this application is true, complete, and made in good faith. I understand that any false information, misrepresentations or omissions on this application, on other written materials, or provided during my interviews will lead to the rejection of my application or, if I am employed, discipline up to and including termination at the time such false information or omission is discovered.
- ✓ Initial: \_\_\_\_ I authorize Chinook Winds Casino Resort and/or its agents, including consumer reporting bureaus, to investigate and verify any of the information provided by me. I authorize my former employers, educational institutions, references and any relevant agencies to provide information to Chinook Winds Casino Resort and its agents concerning my background and experience. I release Chinook Winds Casino Resort and all parties providing information to Chinook winds Casino Resort about my background and experience from any liability whatsoever arising therefrom.
- ✓ Initial: \_\_\_\_ I have had the opportunity to have my questions about this statement’s content and intent answered and understand its terms.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If under 18- Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_