



EMPLOYMENT APPLICATION

Human Resources Department
202 Frontage Road – Hwy 23
New Town, ND 58763
Phone (701) 627-4018
Fax (701) 627-3138

Today's Date _____

Date Available to work _____

Please read and complete the application carefully, accurately, in pen and print clearly. **Any omissions or misrepresentations can constitute grounds for dismissal.**

A pre-employment drug / alcohol test is mandatory to be employed with 4 Bears Casino & Lodge.

Name _____
Last First Middle Maiden

Mailing Address _____
Address City State Zip Code

Telephone _____
*Include area code. Home Cell Phone Message Number

Social Security Number _____ Date of Birth _____ Age _____

Gender: Male Female Ethnic Origin: Native American Caucasian Other _____

Tribal Affiliation _____ Enrollment Number _____

Tribal Segment _____ Do you have a valid Driver's License? Yes No

Do you currently live within the boundaries of the Fort Berthold Indian Reservation? Yes No

Have you ever been employed by 4 Bears Casino & Lodge? Yes No

**Applicants who are rehires are responsible to pay for their drug / alcohol test.

I am seeking employment in the following positions:

1st choice _____ 4th choice _____

2nd choice _____ 5th choice _____

3rd choice _____ 6th choice _____

Notice: Only complete applications will be held for 60 days, if you are not hired for employment within that time, you will need to re-apply.

Have you ever been arrested or convicted within the last ten years of Felony Misdemeanor Arrested
 If yes, please provide the information below. (Circle One)

*****Failure to disclose information may be grounds for dismissal.**

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

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 us with the necessary information. We may require a doctor's statement, if necessary. We will make every effort to employ and accommodate any limitation to the extent it is reasonably possible.

Are you available to work Full Time Part Time Temporary Seasonal

Do you have any close family relatives currently working in the casino? Yes No
 If yes, please indicate their name and department they work in. _____

Definition: "Close Family Relatives" include current spouse, children, parents, grandparents, brothers and sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, step parents, step children, step brother, step sister and step grandparents. For the purpose of this policy, "spouse" means those employees having a legal marital relationship as well as employees involved in relationships, which in the casino's judgement are characterized by the permanence, duration and stability normally associated with marriage.

EDUCATION

School Name _____ Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12
 Year Graduated _____ GED completed Yes No Year _____ School _____
 College Level Completed 1 2 3 4 + Degree _____ Major _____
 College Name _____ Address _____
 College Name _____ Address _____
 Other training / skills _____

EMPLOYMENT HISTORY Begin with most recent employer. Include any present employment.

Employer Name & Address _____
 Job Title _____ Phone Number _____ Supervisor _____
 Dates Employed _____ to _____ Starting Wage _____ Final Wage _____
 Job Duties _____
 Reason for leaving _____

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Employment History continued on next page.

Employer Name & Address _____
Job Title _____ Phone Number _____ Supervisor _____
Dates Employed _____ to _____ Starting Wage _____ Final Wage _____
Job Duties _____
Reason for leaving _____

May we contact your previous employers? Yes No

REFERENCES

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

Name _____ Address _____
Telephone Number _____ Occupation _____ Years Known _____

Name _____ Address _____
Telephone Number _____ Occupation _____ Years Known _____

Name _____ Address _____
Telephone Number _____ Occupation _____ Years Known _____

Your application must be complete before you will be considered for orientation. The following must be included with your application in order for it to be complete:

*Picture Identification or a Copy of North Dakota's Driver's License (tribal id is accepted)

*Social Security Card – we must have actual copy of card. A letter saying you applied for a social security card will not be accepted. There will be no exceptions.

*Tribal Enrollment – Either enrollment letter or tribal id is required, if it applies.

*GED or High School Diploma – We will take transcripts from high school or college. Exceptions for a High School Diploma or GED are Dishwasher, Busser, Housekeeper and Porter positions.

*Math Test – Everyone is required to take a math test. If the position does not require a passing score, it will not count against you.

*If you are claiming Veteran Preference, you must supply a DD214.

*Application for a Gaming License – Everyone is required to fill this out when they turn their application in to Human Resources.

We will not accept or hold incomplete applications. If you are a rehire, plan to re-submit all of the necessary documents. Only complete applications will be held for 60 days. If you are not hired for employment within that time, you will need to re-apply. Consider your application withdrawn if you are not present or call in during scheduled orientation days.

Equal Opportunity Employer

Within the scope of Indian Preference as provided for under 41 CFR 101-6.204-2 (4) and the Indian Civil Rights Act of 1964. Four Bears Casino & Lodge will give preference to all Native American Indians who provide verification of tribal enrollment. Veterans Preference will be afforded to veterans provided a DD214 form is submitted with application.

4 Bears Casino & Lodge is an equal opportunity employer and all candidates will receive consideration without regard to race, color, sex, religion, national origin or age, with the exception of Indian and Veteran Preference.

Release and Certification

In accordance with the Indian Tribal Gaming procedures, I understand that the foregoing will be verified in order to expedite my application for employment at 4 Bears Casino & Lodge, and I hereby consent to the release of information on my previous work record, employer, character reference, and any other person I have listed on this application. No liability shall be incurred by any person or corporation supplying such information. The information given by me and set forth in the foregoing application is true to the best of my knowledge.

If employed, I agree to abide by all reasonable policies and procedures. I further understand and agree that if I am employed, my employment with the casino is for no definite period of time, and I may be subject to termination or layoff in accordance with casino policies and procedures. Nothing herein may be construed as a contract of employment.

Signature of Applicant

Date

HUMAN RESOURCES USE ONLY

Copy of tribal enrollment attached	Yes	No
Copy of Social Security Card attached	Yes	No
Copy of Driver's License attached	Yes	No
Copy of High School Diploma/GED/College Degree attached	Yes	No
Copy of College Degree attached	Yes	No
Copy of math test attached	Yes	No
Copy of DD214 – Veterans Preference attached	Yes	No
Complete Gaming Application Attached	Yes	No
Regenerated	Yes	No

Application reviewed by _____

Date _____