



Have you ever been arrested or convicted within the last ten years of Felony Misdemeanor Arrested (Circle One) \*\*\*Failure to disclose information may be grounds for dismissal.

If yes, please provide the information below.  
 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 \_\_\_\_\_

Employer Name & Address \_\_\_\_\_

Job Title \_\_\_\_\_ Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Starting Wage \_\_\_\_\_ Final Wage \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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 \_\_\_\_\_