Tolowa Dee-ni' Nation/Lucky 7 Casino

140 Rowdy Creek Road / 350 N. Indian Road – Smith River, CA 95567

EMPLOYMENT APPLICATION

Please provide the following:

1. Application for Employment (completed in its entirety) for all positions you are applying for.
2. Proof of Tribal Membership, if claiming Indian Preference.

Both items are mandatory and must accompany your application to be considered for employment.
Thank you for your cooperation.

Position(s) Applied For: _____ Today's Date: _____

Last Name	First Name	MI
Mailing Address		
City	State	Zip Code
Home Phone	Cell Phone	Work Phone

Email Address: _____ May we contact you at work? Yes ☐ No ☐

I certify that I am a U.S. citizen, permanent resident or a Foreign National with authorization to work in the United States. Yes ☐ No ☐

Have you served in the U.S. Armed Services? Yes ☐ No ☐
If Yes, Branch: _____

Are you an enrolled member of a federally recognized tribe? Yes ☐ No ☐
If Yes, Tribe: _____ Enrollment Number: _____

Are you related to any current SRR / L7C Employee? Yes ☐ No ☐

Date you would be able to start active employment: _____

If Yes, Please Explain

Have you ever been discharged or forced to resign from any employment? Yes ☐ No ☐
Explain: _____

Have you ever been convicted of a felony? Yes ☐ No ☐
Explain: _____

Do you have any condition which might limit your ability to perform the job(s)? Yes ☐ No ☐
If yes, how can we accommodate your needs? _____

EDUCATION INFORMATION

	School Name & Address	Years	Graduate	Degree
High School				
College/Vocational				
College/Vocational				

EMPLOYMENT HISTORY

Employer Name	Dates Employed
Employer Address	
Supervisor Name	Telephone #
Position Title	
Duties	
Reason For Leaving	

Employer Name	Dates Employed
Employer Address	
Supervisor Name	Telephone #
Position Title	
Duties	
Reason For Leaving	

Employer Name	Dates Employed
Employer Address	
Supervisor Name	Telephone #
Position Title	
Duties	
Reason For Leaving	

May we contact previous employers? Yes ☐ No ☐

PROFESSIONAL REFERENCES

List three persons you have worked with or for:

Name / Title	Business Name
Address	Telephone #

Name / Title	Business Name
Address	Telephone #

Name / Title	Business Name
Address	Telephone #

AUTHORIZATION TO RELEASE INFORMATION

Having made application for a position with Tolowa Dee-ni' Nation / Lucky 7 Casino (TDN / L7C), I wish them to be informed as to my previous record and character, to determine my qualifications and suitability for the position. For this specific purpose, I hereby authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privileged nature. Such information is to be released to any duly authorized agent of TDN / L7C, upon presentation of this waiver, or a photocopy of this waiver, whether in person, by mail, fax, or other method of conveyance.

This release is valid for a period of six (6) months from the date of my signature. A photocopy of this waiver is to be considered as valid as an original of my signature.

Examples of types of information I am requesting that you provide include, but are limited to: Dates of employment, job title, dependability, honesty, attitude towards the job, interactions with fellow employees, reason for leaving, education records, and/or other such information you may have concerning my qualifications and suitability. I hereby release you as the custodian of such record, and any law enforcement agency, criminal justice agency, school, college, university, or other educational institution, including officers, agents, employees, related personnel, both individually and collectively, from any and all liability for damage for whatever kind, which may at any time result to me, my heirs, family or associates, because of compliance with this authorization and request to release information, or any attempt to comply with it.

Last Name (Please Print)	First Name	MI
Signature	**Date**	

EQUAL EMPLOYMENT OPPORTUNITY / INDIAN PREFERENCE

We are an equal employment employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodations on the application and/or during the interview process should notify the Human Resources Department immediately. In accordance with the Tolowa Dee-ni' Nation / Lucky 7 Casino Employee Handbook, priority in the selection process will be given to qualified applicants who present proof of eligibility for Indian Preference.

TDN / L7C APPLICANT PROCEDURES

Please follow the guidelines listed below when filling out your application:

1. Complete the Application for Employment in its entirety, providing detailed and accurate information: include area codes with phone numbers, city, state, and zip codes with addresses, particularly on the Employment History section. Incomplete applications are not accepted.
2. Return the completed application, any copies and/or originals supporting documents (resumes, certificates, licenses) to the Human Resources Department at Lucky 7 Casino, 350 N. Indian Road, Smith River, CA 95567, or to The Tolowa Dee-ni Nation, 140 Rowdy Creek Road, Smith River, CA 95567 by either post or hand delivered.
3. Any offer of employment will be contingent upon the satisfactory completion of a drug test, background check where applicable, and compliance with the requirements of the Immigration and Control Act of 1986.

BACKGROUND CHECKS / INVESTIGATIONS

Tolowa Dee-ni' Nation / Lucky 7 Casino (TDN / L7C) reserves the right to use any method of investigation which, in its sole discretion it deems reasonable and necessary to determine whether any employee is suitable for employment with TDN / L7C. These investigations may include criminal, department of motor vehicle and credit background checks. By signing this application, you agree that as a condition of employment, if hired, to cooperate in any such investigation. As a condition of employment, you agree to voluntarily cooperate in consenting and submitting any urine, blood or hair test requested by TDN / L7C, to enforce its drug and alcohol policy. You agree to recognize that any refusal to cooperate in such tests would be grounds to terminate any offer of employment.

CONFIDENTIALITY OF INFORMATION

Tolowa Dee-ni' Nation / Lucky 7 Casino make every effort to assure protection of any personal information provided on employment documents.