

# Hon-Dah Resort Casino and Conference Center

(Herein referred to as "The Company")  
Personnel Department  
777 Hwy. 260  
Pinetop, Arizona 85935

## APPLICATION FOR EMPLOYMENT

1. Read all instructions carefully. (Please Print or Type)
2. Fill in all areas requested: if NOT APPLICABLE, write N/A. Do not leave any space blank.
3. Type or print information and fill in information neatly and accurately.
4. This application is not an employment contract. False or misleading statements on this application or during the interview are grounds for termination.

**INCOMPLETE APPLICATIONS WILL BE DELAYED AND MAY AFFECT YOUR CHANCES FOR EMPLOYMENT.**

**ASSISTANCE IN FILLING OUT THIS APPLICATION IS AVAILABLE THROUGH THE HON-DAH CASINO PERSONNEL DEPARTMENT.**

1. POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

2. NAME (Last, First, Middle): \_\_\_\_\_

3. ADDRESS (P.O. Box number, Street, Apt. No.): \_\_\_\_\_

4. CITY/STATE/ZIP CODE \_\_\_\_\_

5. COMMUNITY YOU LIVE IN: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

6. PHONE NUMBERS (Home, Work, Message): \_\_\_\_\_

7. ENROLLED MEMBER OF WHAT TRIBE: \_\_\_\_\_

8. HAVE YOU EVER FILED AN APPLICATION WITH HON-DAH RESORT CASINO BEFORE?

YES       NO      IF YES, GIVE DATES: \_\_\_\_\_

9. HAVE YOU EVER BEEN EMPLOYED BY HON-DAH RESORT CASINO BEFORE?

YES       NO      IF YES, GIVE DATES AND UNDER WHAT NAME: \_\_\_\_\_

10. HAVE YOU EVER USED ANOTHER NAME?

YES       NO      IF YES, PLEASE PROVIDE: \_\_\_\_\_

11. ARE YOU CURRENTLY EMPLOYED?

YES       NO      IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? \_\_\_\_\_

12. TYPE OF EMPLOYMENT DESIRED:

FULL TIME     PART-TIME     TEMPORARY     ON-CALL     SEASONAL

13. SHIFT ABLE & WILLING TO WORK:

DAY SHIFT     SWING SHIFT     GRAVE SHIFT     ANY

14. WILL YOU ACCEPT A JOB THAT REQUIRES YOU TO WORK WEEKENDS AND HOLIDAYS?

YES     NO

15. ARE YOU AT LEAST 21 YEARS OF AGE? (Proof of age and a gaming card may be required upon hiring)

YES     NO

16. WILL YOU WORK OVERTIME, IF REQUIRED?

YES     NO

17. IF REQUIRED, WILL YOU UNDERGO A PRE-EMPLOYMENT PHYSICAL?

YES     NO

18. HAVE YOU EVER BEEN ARRESTED?

YES     NO

19. HAVE YOU EVER BEEN CONVICTED OF A FELONY?

(Such conviction may be relevant if job related, but does not bar you from employment)

YES     NO    IF YES, PLEASE EXPLAIN BELOW THE NATURE OF THE OFFENSE, DATE & LOCATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. DRIVER'S LICENSE NUMBER (If required for job):

STATE:

21. CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB WITH OR WITHOUT REASONABLE ACCOMODATIONS?

YES     NO

22. IF LIFTING IS REQUIRE ON THE JOB, INDICATE THE AMOUNT OF WEIGHT YOU ARE WILLING AND ABLE TO LIFT:

UP TO 25 LBS.     25-50 LBS.     MORE THAN 50 LBS.

23. CAN YOU, AFTER YOUR EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S. (Proof of identity and legal authority to work in the U.S. is a condition of employment)

YES     NO

24. HAVE YOU EVER SERVED IN THE U.S. MILITARY? IF YES, PLEASE PROVIDE A DESCRIPTION OF SKILLS YOU ACQUIRED THAT MIGHT BE RELEVANT TO YOUR EMPLOYMENT HERE:

YES     NO

**REFERENCES:**

List three persons not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/Relationship	Address Street, City, State, Zip Code	Phone No. with Area Code	Occupation

HAVE YOU EVER BEEN BONDED? IF YES, ON WHAT JOBS?

YES       NO

WAGE OR SALARY REQUIRED: \_\_\_\_\_ DATE AVAILABLE: \_\_\_\_\_

**EDUCATIONAL HISTORY**

School Name	Location (City, State)	Major Course	Graduated	Degree
HIGH SCHOOL _____				
TECHNICAL/TRADE (after high school)				
COLLEGE (List All Attended)				
OTHER EDUCATION/TRAINING				

**EMPLOYMENT RECORD**

Starting with present or most recent. List all previous employers, including self-employment and summer and part-time jobs. If more space is required, please continue on a sheet. You may attach a resume, but complete this application as well.

LAST OR PRESENT COMPANY:		TYPE OF BUSINESS:	JOB TITLE:
STREET ADDRESS:		PHONE NUMBER:	BRIEF DESCRIPTION:
CITY:	STATE:	ZIP CODE:	
SUPERVISOR'S NAME:		PHONE NUMBER:	
BASE SALARY:	DATES WORKED: From:      To:		
REASON FOR LEAVING:			

LAST OR PRESENT COMPANY:		TYPE OF BUSINESS:	JOB TITLE:
STREET ADDRESS:		PHONE NUMBER:	BRIEF DESCRIPTION:
CITY:	STATE:	ZIP CODE:	
SUPERVISOR'S NAME:		PHONE NUMBER:	
BASE SALARY:	DATES WORKED: From:      To:		
REASON FOR LEAVING:			

LAST OR PRESENT COMPANY:		TYPE OF BUSINESS:	JOB TITLE:
STREET ADDRESS:		PHONE NUMBER:	BRIEF DESCRIPTION:
CITY:	STATE:	ZIP CODE:	
SUPERVISOR'S NAME:		PHONE NUMBER:	
BASE SALARY:	DATES WORKED: From:      To:		
REASON FOR LEAVING:			

LAST OR PRESENT COMPANY:		TYPE OF BUSINESS:	JOB TITLE:
STREET ADDRESS:		PHONE NUMBER:	BRIEF DESCRIPTION:
CITY:	STATE:	ZIP CODE:	
SUPERVISOR'S NAME:		PHONE NUMBER:	
BASE SALARY:	DATES WORKED: From: To:		
REASON FOR LEAVING:			

I hereby verify that the information contained in this application is true and correct to the best of my knowledge, and I understand that a routine inquiry may be made during the trial or subsequent processing of this application, which will provide applicable information concerning character, general reputation, personal characteristics, and mode of living. Upon written request, additional information regarding inquiry, if one is made, will be provided. I authorize the references listed above, as well as all other individuals whom the company contacts to provide the company any and all information concerning my previous employment and other pertinent information they may have. Further, I release of parties and persons from any and all liability for any damages that may result from furnishing such information to the company, as well as from the use or disclosure of such information by the company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification of material omission of information on this application may result in my chances to receive an offer or if I am hired, my dismissal from employment. In consideration of my employment, I agree to conform to the rules and standards of the company as surrendered by the company from time to time in its discretion. I further agree that my employment and compensation can be terminated at will with or without cause, with or without notice, at any time, either at my option or of the option of the company. I understand that I am not being employed for any specific time, and that the application is not, and is not intended to be a contract for continued employment. I understand that no employee or representative of the company, other than its General Manager, has the authority to enter into any agreement contrary to the foregoing. Further, the General Manager of the company may not alter the at-will nature of the employment relationship unless he does so specifically and in writing that he signs. I also understand that all offers of employment are conditioned upon the provision of satisfactory proof of the applicant's identity and legal authority to work in the United States.

I hereby acknowledge by my signature below that I have read and understand the foregoing certification.

**SIGNATURE:** \_\_\_\_\_

U.S. Immigration Law requires proof of J.S. Citizenship or "Right to Work" authorization. Upon employment you must present:

**One of the following:**

- U.S. Passport
- Certificate of U.S. Citizenship

**OR**

**Two of the following:**

- Valid Driver's License with Photo
- U.S. Military Card
- Birth Certificate

- INS Card
- Tribal ID
- Social Security Card