



# Navajo Nation Gaming Enterprise EMPLOYMENT APPLICATION

FOR OFFICE USE ONLY	

Today's Date: \_\_\_\_\_

Which LOCATION/PROPERTY are you applying for: \_\_\_\_\_

*Instructions: Fill out all fields of the employment application with a black ink pen. **All information on the application is required.** Employment application will expire 60 days from the submission date. If you have questions contact the Human Resources Department at Fire Rock Navajo Casino at (505) 905-7146, Northern Edge Navajo Casino at (505)960-7001 or Twin Arrows Navajo Casino Resort at (928) 856-7160.*

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Middle name: \_\_\_\_\_  
LAST FIRST Indicate none if no middle name

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

AKA/Maiden Name (include all other names known by): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Contact Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
STREET (P.O. BOX) CITY STATE ZIP

Physical Address: \_\_\_\_\_  
 (If different from Mailing Address) STREET CITY STATE ZIP

### POSITION DESIRED

Position(s) applying for? \_\_\_\_\_  
 Are you at least 21 years of age?  YES  NO

What days and hours are you available to work? \_\_\_\_\_

Are you able to work in a smoke-filled environment?  YES  NO Do you have reliable transportation?  YES  NO

If hired, can you present evidence of proof of your legal right to work in the United States?  YES  NO

Have you ever been employed with the Navajo Nation Gaming Enterprise or any of its properties?  NO  If YES, provide:

Department: \_\_\_\_\_ Year? \_\_\_\_\_

Do you have relatives working for Navajo Nation Gaming Enterprise or any of its properties?  NO  If YES, please list below:

<u>Name(s)</u>	<u>Relationship</u>	<u>Department</u>
_____	_____	_____
_____	_____	_____

How did you hear about us/referred by: \_\_\_\_\_

### NAVAJO PREFERENCE

The Navajo Nation Gaming Enterprise follows the Navajo Preference in Employment Act.

Are you an enrolled member of the Navajo Nation?  YES  NO Tribal enrollment number: \_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_ Agency: \_\_\_\_\_

Are you a spouse of an enrolled Navajo Tribal Member?  YES  NO Navajo Spouse's enrollment number: \_\_\_\_\_  
 (Proof of marriage and one year's residency within the Navajo Nation must be provided.)

## BACKGROUND

Have you ever been convicted of a crime other than a minor traffic violation:      NO    If YES, provide additional information:

List date, charge and disposition: \_\_\_\_\_  
(Conviction will not automatically disqualify the applicant from employment)

Have you ever had a Gaming license issued through another gaming facility?      NO    If YES: State \_\_\_\_\_ Year \_\_\_\_\_

Have you ever been denied a Gaming License?      NO    If YES: State \_\_\_\_\_ Year \_\_\_\_\_

Have you ever had a Gaming license revoked?      NO    If YES: State \_\_\_\_\_ Year \_\_\_\_\_

## REFERENCES

Provide five PERSONAL references that can provide information regarding your work experience **(NO RELATIVES)**

NAME	ADDRESS <i>Must include city and state</i>	RELATIONSHIP	PHONE	YEARS KNOWN

## EDUCATION

SCHOOL NAME AND ADDRESS	YEARS COMPLETED	YEAR GRADUATED
High School	9   10   11   12	
College	1   2   3   4	
Technical	1   2	
Other		

LIST ANY SPECIAL SKILLS OR TRAINING THAT WOULD BENEFIT YOU IN THE POSITION YOU ARE APPLYING FOR:  
 \_\_\_\_\_  
 \_\_\_\_\_

### MILITARY HISTORY

Have you ever served in the Armed Forces?    YES    NO   Branch: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_ Date of Service:   From \_\_\_\_\_ To \_\_\_\_\_

## ADDITIONAL INFORMATION

List any other language(s) and indicate your skill level:

Language: \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_ Speak \_\_\_\_\_

List any License/Certificates you have which may help you to qualify for the position for which you are applying. Include driver's license, typing, steno, software, professional registration, and gaming licenses, etc.

Title	State	Number	Date Issued	Date Expires
<b>Drivers License</b>				

## EMPLOYMENT HISTORY

*Instructions: List your entire work experience BEGINNING WITH YOUR PRESENT OR LAST JOB for the last 10 years or since your 21<sup>st</sup> birthday. Show promotions as separate jobs. Please include prior military service. If you need additional space, please supply all requested information on a separate sheet and attach to this application. **\*\*DO NOT INDICATE "SEE RESUME."\*\****

EMPLOYER'S NAME AND MAILING ADDRESS	DATES EMPLOYED (MM/DD/YYYY)		JOB TITLE
	FROM	TO	
	SALARY START \$	SALARY END \$	SUPERVISORS NAME:
	REASON FOR LEAVING		TELEPHONE NO:

**DESCRIBE DUTIES AND RESPONSIBILITIES**

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**PLEASE EXPLAIN ANY DISCHARGES OR UNFAVORABLE SEPARATIONS OF EMPLOYMENT: (INCLUDE NAME OF EMPLOYER AND REASON FOR SEPARATION). Please include additional sheet if needed.**

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PERSONAL AND CONFIDENTIAL EMPLOYMENT APPLICATION

Navajo Nation Gaming Enterprise does not discriminate on the basis of Race, Religion, Color, Age, Sex, Disability, Veteran Status, Marital Status, National Origin, or any other reason prohibited by law.

- 1. You will be required to successfully pass a drug test as a condition of employment.
2. Background clearance is a necessary condition of employment and continued employment.
3. You will be required to present documents to verify your employment eligibility as a condition of employment.
4. Obtaining and maintaining a license with the Navajo Gaming Regulatory Office is a condition of employment.

TO BE CONSIDERED FOR EMPLOYMENT, YOU MUST READ, SIGN, AND DATE THE CERTIFICATION SECTION OF THIS APPLICATION.

CERTIFICATION

PLEASE READ CAREFULLY

I hereby authorize the release of any employment data relevant to the consideration of my employment with Navajo Nation Gaming Enterprise for the purpose of an employment investigation. I authorize a thorough investigation of my past employment, activities, and background and agree to cooperate in such investigation, and release from all liability or responsibility all persons, entities, and corporation requesting or supplying such information.

I agree that I may be required to submit my hair, blood, or urine for testing at Navajo Nation Gaming Enterprise's expense at any time after a conditional offer of employment or during my employment with Navajo Nation Gaming Enterprise to determine if I am drug and alcohol free. I also agree to submit to any such testing that may be required as a condition of employment and understand that refusal to promptly submit and cooperate with such testing prior to or during the course of my employment will result in disqualification from consideration for employment or, if hired, termination, and I hereby waive any and all claims for damage resulting from such testing.

I fully understand that if I am hired, any misrepresentation or omission on this application or any other Navajo Nation Gaming Enterprise record will result in termination, regardless of the date of discovery. I acknowledge that employment is also subject to a satisfactory review of my references.

Neither this application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the General Manager or CEO of the Navajo Nation Gaming Enterprise. I also understand that statements contained in policies, procedures, practices, handbooks, and other Navajo Nation Gaming Enterprise material do not create any guarantee of employment, nor are they a statement of, or confirmation of any guaranteed terms or conditions of employment.

I hereby release Navajo Nation Gaming Enterprise and its affiliates from any liability for any damage whatsoever as a result of any investigation, criminal records check, inquiry, or investigative report made by or to Navajo Nation Gaming Enterprise, its representatives or designees. I hereby authorize any person, company, firm, association, Human Resources office, former employer, or law enforcement agency to furnish information concerning me, including but not limited to my character, general reputation, my personal characteristics, my education, my prior employment, my performance, my references, any criminal conviction record, any motor vehicle record, and any other relevant record, and I hereby release them from any liability or damage whatsoever for issuing such information.

I understand and hereby agree that any person authorized by Navajo Nation Gaming Enterprise may at any time request search my person and/or any purse, bag, briefcase, or package in my possession or any locker assigned to me on Navajo Nation Gaming Enterprise property. I understand that if I refuse to promptly submit to such a search I may be terminated and I waive any and all claims for damage resulting from such search or termination.

I understand and hereby agree that, if hired, any subsequent failure to meet or maintain the employment or license requirements established by any agency, commission, or entity will also result in dismissal, regardless of the date of discovery.

I declare under penalty of perjury that all statements made in this application are true and correct. I understand that my application will expire 60 days from submission.

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

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

FOR MORE INFORMATION OR TO SUBMIT EMPLOYMENT APPLICATION CONTACT:

Fire Rock Navajo Casino
Human Resources Department
P.O. Box 38 | Church Rock, NM 87311
Phone: (505)905-7146 | Fax:(505)905-7197
Email: FireRockCareers@nnge.org

Northern Edge Navajo Casino
Flowing Water Navajo Casino
Human Resources Department
P.O. Box 4500 | Farmington NM 87401
Phone: (505)960-7001 | Fax:(505)960-7209
Email: NorthernEdgeCareers@nnge.org

Twin Arrows Navajo Casino Resort
Human Resources Department
P.O. Box 31089 | Flagstaff, Arizona 86003
Phone: (928) 856-7160 Fax:(928) 856-7607
Email: TwinArrowsCareers@nnge.org