



# Elk Valley Rancheria

2332 Howland Hill Road Crescent City, CA 95531

## Application for Employment



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

**Please print legibly using a pen. Please answer N/A (not applicable) to the questions that do not apply.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Message Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Date Available: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Please list position interested in and entity name you wish to work for:

(Example: Position: \_\_\_\_\_ Bartender Entity: \_\_\_\_\_ Casino \_\_\_\_\_)

Position: \_\_\_\_\_ Entity: \_\_\_\_\_

Position: \_\_\_\_\_ Entity: \_\_\_\_\_

Position: \_\_\_\_\_ Entity: \_\_\_\_\_

Position: \_\_\_\_\_ Entity: \_\_\_\_\_

Are you applying for: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

How were you referred to the Elk Valley Rancheria? \_\_\_\_\_

Have you applied for or worked for the Elk Valley Rancheria, or any of its enterprises before? Yes No

Do you have any relatives employed by the Elk Valley Rancheria or its enterprises? Yes No  
If so, please give name(s) \_\_\_\_\_

Have you used any other names in prior employment? Yes No  
If yes, please list \_\_\_\_\_

**General Information:**

Are you at least 18 years of age? Yes No

Are you at least 21 years of age or older? (If applying to prepare an alcoholic beverages) Yes No

Are you able to meet the attendance requirements? Yes No

Do you have any objection to working overtime, if necessary? Yes No

Can you travel if required by this position? Yes No

Are you legally eligible to work in this country? (Note: Proof of eligibility is required after hire) Yes No

Driver's license number and state of issuance (if driving is an essential job duty): \_\_\_\_\_

Have you ever served in the military service of the United States? Yes No

Give details of service: \_\_\_\_\_

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

If yes give date, place, offense, and outcome \_\_\_\_\_

(Answering "yes" does not constitute an automatic bar to employment. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered. Please exclude any convictions that were sealed, expunged or statutorily eradicated, and any misdemeanor for which probation was successfully completed or otherwise discharged and the case has been judicially dismissed).

Are you currently under arrest pending Trial? Yes No

If yes, describe how it will affect your ability to work, if at all \_\_\_\_\_

Have you ever been disciplined or terminated because of sexual harassment in the workplace? Yes No

Are you an Elk Valley Rancheria Tribal Member? (Please attach proof of enrollment) Yes No

Are you a member of a federally recognized Indian tribe? (Please attach proof of enrollment) Yes No

Tribe \_\_\_\_\_ Enrollment Number \_\_\_\_\_

**Other Skills and Qualifications**

Outlook  Word  Excel  PowerPoint Other: \_\_\_\_\_

Licenses, Certificates or Certifications: \_\_\_\_\_

**Language Skills**

Primary Language \_\_\_\_\_  Speak  Read  Write

Additional Language \_\_\_\_\_  Speak  Read  Write

**Education History**

List school name and location, years completed, course of study and any degrees earned:

High School: \_\_\_\_\_

College: \_\_\_\_\_

Technical Training: \_\_\_\_\_

Other: \_\_\_\_\_

**References**

List three (3) references names, telephone numbers, and years known (do not include relatives or employers):

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

**Employment History:**

Please provide all employment information for the last ten years starting with the most recent. Account for all periods of unemployment. You must complete this section even if attaching a resume.

May we contact your present employer? Yes No

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \_\_\_\_\_  
Job Summary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Job Summary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**We are an Alcohol and Drug Free workplace. Native Americans will receive preference in the hiring process in accordance with the Indian Self-Determination and Education Act, Public Law 93-638.**

The Elk Valley Rancheria (including its enterprises) is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, gender identity, marital status, citizenship status, military service status, or other basis protected by applicable federal or state law. However, Native Americans will receive a preference in the hiring process in accordance with federal and Tribal law.

The Elk Valley Rancheria (including its enterprises) will provide reasonable accommodations to otherwise qualified employees or application with known physical or mental disabilities. 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 Tribal, state, or federal law, as applicable. Equal access to employment, services, and programs is available to all persons. Please notify Elk Valley Rancheria Human Resources Department should you require special accommodation in the application or interview process.

## Certification; Authorization

“I certify that the information in this application (and any attachments) is true and correct to the best of my knowledge and I agree to have these statements checked by the Elk Valley Rancheria and/or its agents. I understand that any misrepresentation or material omission may result in my failure to receive an offer or, if I am hired, in my dismissal. I authorize my personal references and supervisors to provide information about my previous employment.”

I UNDERSTAND AND AGREE THAT MY EMPLOYMENT CAN BE TERMINATED AT WILL, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, EITHER AT MY OPTION OR AT THE OPTION OF THE ELK VALLEY RANCHERIA (INCLUDING ITS ENTERPRISES). No representative of the Elk Valley Rancheria other than the Tribal Council has any authority to agree to the contrary. Further, no representative of the Elk Valley Rancheria or its enterprises may alter the at-will nature of the employment unless it is done specifically in a written agreement signed by both of us.

I understand that any offer of employment is conditioned on my providing satisfactory proof of my identity and legal authority to work in the United States.

Name(Please Print): \_\_\_\_\_ Signature \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return employment application to  
Elk Valley Rancheria Human Resources Department  
2332 Howland Hill Road  
Crescent City, CA 95531  
(707)464-4680  
Monday – Friday 8:00 a.m to 5:00 p.m.**