



# THE TACHI PALACE HOTEL & CASINO EMPLOYMENT APPLICATION

## PERSONAL INFORMATION

**NAME:**

\_\_\_\_\_ (Last) (First) (Middle) (Social Security #) (Date of Application)

\_\_\_\_\_ (Area Code & Phone Number)

\_\_\_\_\_ (Message Phone Number)

Are you under 18? Yes  No

Are you over 21? Yes  No

**ADDRESS:**

\_\_\_\_\_ (Present) Street & P.O. Box (City) (State) (Zip)

**ADDRESS:**

\_\_\_\_\_ (Permanent) Street & P.O. Box (City) (State) (Zip)

## SKILLS AND QUALIFICATIONS

Position Desired \_\_\_\_\_

Salary Desired \_\_\_\_\_

Is there any additional information relative to a change of name, use of an assumed name, or nickname necessary to enable a check on your work or education record (Have you ever used another name?) Yes  No  Please explain: \_\_\_\_\_

If hired, can you work any shift? Yes  No  Are you available to work on weekends? Yes  No

Would you be available to work overtime if necessary? Yes  No

If hired, would you have a reliable means of transportation to and from work? Yes  No

Are you able to perform the essential functions of the job for which you are applying, either without reasonable accommodation? Yes  No

If no, describe the functions that cannot be performed \_\_\_\_\_

Do you have any friends or relatives in our employment? Yes  No

If yes, state (Name) \_\_\_\_\_ (Relationship) \_\_\_\_\_

Date you can start employment? \_\_\_\_\_

Have you ever worked for this company before? Yes  No

If yes, when/where: \_\_\_\_\_

Can you, after hire, submit verification of your eligibility to work in the United States? Yes  No

Are you employed now? Yes  No

If yes, may we inquire of your present employer? Yes  No

Have you ever been convicted of a criminal offense (Felony or misdemeanor)? Yes  No

If yes, state the nature of the crime(s). When and where convicted and disposition of the case(s). (Conviction for marijuana related offenses that are more than two years old need not be listed.) \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for this position? Yes  No

If so, please explain \_\_\_\_\_

Are you licensed or certified for the job you are applying for? Yes  No

If yes, name of the license \_\_\_\_\_ Issuing state \_\_\_\_\_ License/Certification # \_\_\_\_\_

Have you obtained any special skills or abilities as the result of service in the military? Yes  No

If so, describe: \_\_\_\_\_

Some of our customers speak or write languages other than English. Do you speak or write any other languages? Yes  No

If yes, please list. Speak: \_\_\_\_\_ Write: \_\_\_\_\_

## EDUCATION

School	Name and Address of School	Course of Study	# Years Completed	Did You Graduate?	Degree or Diploma
Graduate					
College					
Business Trade/Technical					
High School					

## WORK EXPERIENCE

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume. NOTE: Attach additional pages(s) if necessary.

<b>Company Name</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	<b>From</b>	<b>To</b>	
<b>Address</b>			
<b>Telephone Numbers(s)</b>	<b>Hourly Rate/Salary</b>		
<b>Starting/Present Job Title</b>	<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>			
<b>Reason for Leaving</b>			May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Company Name</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	<b>From</b>	<b>To</b>	
<b>Address</b>			
<b>Telephone Numbers(s)</b>	<b>Hourly Rate/Salary</b>		
<b>Starting/Present Job Title</b>	<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>			
<b>Reason for Leaving</b>			May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Company Name</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	<b>From</b>	<b>To</b>	
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<b>Starting/Present Job Title</b>	<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>			
<b>Reason for Leaving</b>			May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

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<b>Starting/Present Job Title</b>	<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>			
<b>Reason for Leaving</b>			May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

**COMMENTS: Include explanation of any gaps in employment**

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**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW.**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorized the references I have listed to disclose to the company and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all others persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand and agree that employment is "At-will", meaning employment may be terminated by either the company or myself at any time, with or without cause, and with or without notice. I also understand and agree that the company retains the right to demote, transfer, change my job duties, and my compensation at any time with or without notice and with or without cause in its sole discretion. Employer and Employee further understand and agree that other than the President, no manager, supervisor or other representative of the company has authority to make any agreement, express or implied, for employment or any specified period of time, in any way by oral statements or in any other way, and can only be altered by written amendment signed by the President of the company, indicating that it is intended as a modification of Employee's At-will status.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**THIS APPLICATION FOR EMPLOYMENT IS VALID FOR ONLY 30 DAYS. TO REMAIN AN ACTIVE APPLICANT, A NEW APPLICATION MUST BE FILLED OUT AND SUBMITTED TO THE PALACE ONCE EVERY 30 DAYS.**



**INDIAN PREFERENCE:**

It is the policy of the THE TACHI PALACE HOTEL & CASINO pursuant to federal law (including, the Indian Self Determination Act, 25 U.S.C. 450e, Title VII of the Civil Rights Act of 1964, and federal law) to grant employment opportunity and preference to qualified Tribal Members, their lineal descendents, and other Native Americans.

If you are claiming preference, required documentation must be provided. Documentation must be provided at time of interview.

\_\_\_\_\_  
Name of Tribe:

\_\_\_\_\_  
Tribal membership Number:

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

<b>HR Use Only</b>
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**OFFICE ONLY:**

**\*\*\*\* ATTACHED DOCUMENTS \*\*\*\***

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**THE TACHI PALACE HOTEL & CASINO  
EMPLOYMENT APPLICATION**

**PLEASE TAKE NOTICE THAT THE TACHI PALACE HOTEL & CASINO CONDUCTS PRE-EMPLOYMENT TESTING OF APPLICANTS. AS A CONDITION OF EMPLOYMENT, ALL "SUCCESSFUL" APPLICANTS WILL BE REQUIRED TO TAKE AND PASS A URINE TEST FOR DRUGS AND ALCOHOL BEFORE THEY WILL BE PERMITTED TO REPORT TO WORK. APPLICANTS WHO FAIL TO PASS THE DRUG AND ALCOHOL SCREEN WILL NOT BE EMPLOYED BY THE TACHI PALACE HOTEL & CASINO.**

**THE TACHI PALACE HOTEL & CASINO IS A GAMING OPERATION AND CANNOT PROVIDE ITS EMPLOYEES A SMOKE-FREE ENVIRONMENT.**

**A STANDARD FEE OF \$250.00 WILL BE REQUIRED OF ALL SUCCESSFUL APPLICANTS FOR A BACKGROUND INVESTIGATION. THE FEE CAN BE PAYABLE DEDUCTED AT \$25.00 PER PAY CHECK OR YOU CAN PAY THE FEE UP FRONT.**

**I have read and understand the above conditions of employment with the TACHI PALACE HOTEL & CASINO.**

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**Applicant Signature:**

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**Date:**

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**BACKGROUND INVESTIGATION  
REQUIREMENTS FOR A GAMING LICENSE**

Per NIGC (National Indian Gaming Commission), California State Compact, and Santa Rosa Rancheria Tribal Gaming regulations, all applicants must pass a preliminary background investigation prior to employment at The Tachi Palace Hotel & Casino. Please consider the following information prior to submitting an application for employment and gaming license.

1. If you've had any felony conviction you will be disqualified.
2. Any misdemeanor conviction involving theft, embezzlement, fraud or an offence of moral turpitude will be disqualifying.
3. Excessive financial amounts of credit collections and/or charge offs will be disqualifying.

In order to process your background application for a gaming license you will be required to present the following documents at the time you return your background application. Please have these documents available. Your gaming license application will not be received without the originals being presented.

1. Birth Certificate and a copy of your Birth Certificate.
2. California (or other state) Drivers License or official ID (with photo) card and a copy of such document.
3. Social Security Card and copy of Social Security Card.
4. DD-214 and a copy of DD-214 (for prior military applicants).
5. Court dockets of dispositions for any criminal case and copies of those dockets.
6. Court dockets of dispositions for any civil case and copies of those dockets.
7. Bankruptcy charge papers including a list (from the court papers) of the creditors that are included in the discharge, and a copy of all documents.
8. Immigration or other alien status card and a copy of such identification.
9. Naturalization Certificate (may not copy per federal law). Bring original document or agent to review and verify.
10. Native American Tribal Enrollment Card if not a member of the Santa Rancheria Tachi Yohut Tribe.

Additional information may be obtained by contacting the Santa Rose Rancheria Gaming Commission - Backgrounds Department at 559-925-7217.