

WELCOME

Dear Applicant:

Thank you for considering Shooting Star Casino, Hotel and Event Center as your choice for employment. As you complete the application for employment and prepare to work with us, please be aware of the following items:

- Background Investigations are completed on most applicants; this includes a criminal history check.
- Results of the Background Investigation determines placement in "key" or "non-key" job positions, to protect you, the associates and the assets of the Shooting Star Casino.
- Drug Testing is completed to maintain a productive and safe working environment. Your initial Urine Analysis test result determines the time line for the Hiring Process. Any illegally used or illegal chemical use will restrict position placement.
- Most positions are required to wear a uniform, which will require a uniform deposit deducted from the new associates first two paychecks.
- Applications are active for **six (6) months** after submission.
- The excellent Benefits packages are explained at a Benefit meeting you are required to attend at approximately 3 months after employment begins.

These are a few items to assist you as you prepare for employment at Shooting Star Casino, Hotel and Event Center, which is Minnesota's premier gaming destination. We are ranked #1 as the leader in our market share and Midwest Gaming magazine named our employees as the friendliest and most knowledgeable. Please contact the Human Resources office at extension 7464 if you have any questions.

We look forward to working together, to make Shooting Star your best employment opportunity. Now That's More!

Sincerely,



Edward Hanson
General Manager

Your application will be active for 6 months after submission.

EEO with Indian preference as prescribed by Federal Law: Indicate at time of submittal if claiming Indian Preference. Everyone Welcome to Apply



White Earth Tribal Gaming Regulations
P.O. Box 395
Mahnomon, MN. 56557
Phone: (218)935-2148

Informed Consent Release for the Minnesota Gambling Enforcement Division and Bureau of Criminal Apprehension

Date: _____

The following named individual has submitted an application with this agency for a Criminal Background Check.

Last Name of Applicant *(Print/Type)*: _____

First Name of Applicant *(Print/Type)*: _____

Middle (Full) *(Print/Type)*: _____

Maiden, Alias or Former *(Print/Type)*: _____

Date of Birth: _____ Sex: Male Female
MM dd yyyy

Social Security Number: _____

Driver's License Number: _____ State Issued: _____

I authorize the Minnesota Bureau of Criminal Apprehension and the Alcohol and Gambling Enforcement Division to disclose all criminal history record information to White Earth Tribal Gaming Regulations for the purpose of clearance with this agency.

By submitting this form, I hereby authorize the White Earth Tribal Gaming Regulations to investigate my past records at any time and to ascertain any and all information which may concern my past record and character. I agree that any information obtained by the White Earth Tribal Gaming Regulations from any source will be held confidential from all persons and even against any demand made by me, except as required by law. My signature below constitutes my authorization for the release of any and all such information.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant Today's Date

Applicants MUST Complete and Submit with Application

For Office Use Only:

ENTITY: _____ DEPARTMENT: _____ BILL TO: _____

REPORTS REQUESTED: STATE FBI MVR - STATE OF MN or Other _____

DATE REQUESTED: _____ AUTHORIZING SIGNATURE: _____

TRIBAL GAMING SIGNATURE: _____ DATE RECEIVED: _____

Batch Number: _____

**SHOOTING STAR CASINO, HOTEL AND EVENT CENTER
APPLICATION FOR EMPLOYMENT**

Date of Application: _____

Date Available for Work: _____

PERSONAL INFORMATION

Have you worked at the Shooting Star Casino before within the last 10 years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
First Name:		Last Name:		Full Middle:	
Other Names Used:					
Address:		City:		State:	Zip:
Home Phone:		Work/Message Phone:		Cell Phone:	
Email:					
SSN:		Are you 18 years old or older?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
				Gender: <input type="checkbox"/> Male	<input type="checkbox"/> Female
Place of Birth	City:		County:		State:
					Country:
Do you have a valid drivers license		<input type="checkbox"/> Yes	<input type="checkbox"/> No	State Issued:	Expires: (Mo/Year)
Are you a US Citizen:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	List if Other:	
State of Residency:					

POSITIONS APPLYING FOR: (MUST BE COMPLETED TO MAKE YOUR APPLICATION ACTIVE)

1.
2.
3.

SHIFT/STATUS PREFERENCE:

Check the shifts you are willing to work: Day Swing Night

Check each status you are willing to work: Full Time Part Time On Call

Check all the days you are willing to work: Sun Mon Tue Wed Thu Fri Sat

EDUCATION INFORMATION: Check all that apply – highest education level achieved

HS Diploma or GED	<input type="checkbox"/>	If <u>did not</u> graduate–Highest Grade Completed	
Some College classes but did not graduate	<input type="checkbox"/>	Area of Study	
1 Year Certificate from a college/Tech School	<input type="checkbox"/>	Area of Study	
2 Year Degree or equivalent from a College or Tech School	<input type="checkbox"/>	Area of Study	
4 Year Degree or equivalent from a College or Tech School	<input type="checkbox"/>	Area of Study	
Other Certificates, Degrees and Licenses (example: Blackjack, CDL, Boilers License, etc.):			

VETERANS PREFERENCE:

Are you a Veteran of the U.S. Armed Services?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Check all that apply:		<input type="checkbox"/> Active Duty	<input type="checkbox"/> National Guard
		<input type="checkbox"/> Reserves	Rank at Discharge:
Date Enlisted/Commissioned:	Branch:	Date of Discharge:	

INDIAN PREFERENCE:

**** In order to qualify for Indian Preference, you must complete the following information ****

**** Check ONLY ONE that best describes your Tribal Affiliation. ****

- White Earth Enrolled - Enrollment Number: _____**
(Must list enrollment number when claiming Indian Preference)
- White Earth Descendent (Must Complete Information Below to claim White Earth Descendent)**

Father's Full Name	Date of Birth	Tribal Affiliation
Mother's Full Name (Including Maiden)	Date of Birth	Tribal Affiliation

- MCT - Minnesota Chippewa Tribe Member – Check One -Enrollment # _____**
(Must list enrollment number when claiming Indian Preference)
 - Leech Lake / Cass Lake**
 - Bois Fort / Nett Lake**
 - Grand Portage**
 - Fond Du Lac**
 - Mille Lacs / Sandy Lake**

- Member of a Federally Recognized Tribe List Tribe: _____**
Enrollment # _____
(Must list enrollment number when claiming Indian Preference)

- White Earth Enrolled Family Member - List Family Member: _____**
(Must list White Earth Enrolled Family Member currently living with you)

- No Tribal Affiliation or Indian Preference Claimed**

WORK HISTORY:

Please list jobs for the last 5 years and/or jobs relevant to the positions you are applying for.

Name of Employer:		Position Held:
Employer Address: (City/State)		Employer Telephone:
Dates Employed:	From: (Month/Year)	To: (Month/Year)
Duties:		
Reason For Leaving:		
Name of Employer:		Position Held:
Employer Address: (City/State)		Employer Telephone:
Dates Employed:	From: (Month/Year)	To: (Month/Year)
Duties:		
Reason For Leaving:		
Name of Employer:		Position Held:
Employer Address: (City/State)		Employer Telephone:
Dates Employed:	From: (Month/Year)	To: (Month/Year)
Duties:		
Reason For Leaving:		
Name of Employer:		Position Held:
Employer Address: (City/State)		Employer Telephone:
Dates Employed:	From: (Month/Year)	To: (Month/Year)
Duties:		
Reason For Leaving:		
Name of Employer:		Position Held:
Employer Address: (City/State)		Employer Telephone:
Dates Employed:	From: (Month/Year)	To: (Month/Year)
Duties:		
Reason For Leaving:		

In certain positions – a job offer may be conditional pending results of a medical examination or inquiry of your background.

- Have you ever worked in a position where you handled cash? Yes No

If Yes, For Whom: _____

- Have you ever worked for a gaming entity before? Yes No

- Are you able to perform all the job functions for the positions you are applying for: (You may request a copy of the job description to ascertain the complete requirements for each job).

Yes No

- Will you require any accommodations, such as special equipment or adjustments to the work environment to support a special need that you have? Yes No

If yes, please explain: _____

List any additional information you think may be helpful to us in considering you for employment.

- **Upon Hire, you will be required to provide two valid forms of ID. One of those ID's must be a picture ID.**
- **All job offers will be conditional until successful completion of a background check, drug testing or any additional testing required for that position.**

Contact Information

Shooting Star Casino, Hotel and Event Center

Attn: Human Resources Department

PO Box 418

Mahnomen, MN 56557

Phone: (218) 935-2711 ext. 7464 Fax: (218) 935-2210

On the Web at: www.starcasino.com

Email: ehiring@starcasino.com

EMPLOYMENT BACKGROUNDS INFORMATION

PAST RESIDENCES:

List of residences from age 18. **List most current residence first and then work backwards.**

City:	County:	State:	From: (M/Y)	To: (M/Y)
				Current Residence

PHYSICAL INFORMATION: For Identification purposes only.

Date of Birth:				
Height:	Weight:	Hair:	Eye Color:	Race:

CRIMINAL HISTORY: Failure to Disclose will affect your employment eligibility

Have you **ever** been convicted, charged or are you currently being charged with any Criminal Offenses **excluding** minor Traffic Violations?

(Check One)

YES NO

If Yes, Please List: **Category of Offense equals Felony (FEL), Gross Misdemeanor (GMSD) or Misdemeanor (MSD)**

Category of Offense (FEL, GMSD, MSD)	Charge/Conviction List all criminal activity	Date	City	County	Disposition (End Result) i.e. fine, jail, probation, \$ amount of theft charges
-					
-					
-					
-					
-					

***Your application will not be activated unless ALL criminal activity is listed
Bring all Court Documentation regarding Dismissed /Stay of Adjudication offenses to Backgrounds***

Have you ever been terminated for theft of property and/or money from any of the White Earth entities: White Earth RTC, Shooting Star Casino, Garment Factory, Ojibwe Building Supplies, Food Distribution, Housing, Water and Sewer, Indian Child Welfare, Naytahwaush Sports Complex, Circle of Life School, Pine Point School, Head Start, Golden Eagle Bingo, Elderly Nutrition, Congregate Housing, WIC, Biology, Conservation, Motor Pool, CHR/Home Health, Chemical Dependency, or any other White Earth entity?

Yes No If Yes, List Date and Entity of Termination:

REFERENCES: ALL INFORMATION IS REQUIRED, incomplete address can result in inactivation of your application.

No General Delivery addresses and no General Address using only City, State and Zip.

Please list the names, current addresses, telephone number and relationship of five personal references that are **NOT RELATED** to you.

Name:		Type of Relationship
Address:	(City/State/Zip)	
Telephone:		
Years Known:		
Name:		Type of Relationship:
Address:	(City/State/Zip)	
Telephone:		
Years Known:		
Name:		Type of Relationship
Address:	(City/State/Zip)	
Telephone:		
Years Known:		
Name:		Type of Relationship
Address:	(City/State/Zip)	
Telephone:		
Years Known:		
Name:		Type of Relationship
Address:	(City/State/Zip)	
Telephone:		
Years Known:		

BUSINESS, FINANCIAL AND GAMING INTERESTS:

Describe any previous or existing business relationships with Indian Tribes or the Gaming Industry, including ownership in those businesses. Also, list a contact person with a telephone number who can verify this relationship.

--

List any business you have owned or had interest in, its address, your ownership interest or position held within the last 10 years.

Name of Business	Address	Own/Interest/Position	From:	To:

Contact person other than yourself to verify your business(s).

Name: _____ Tel: _____

Have you ever applied for a permit or license related to Gaming? Yes No

Have you ever been denied a permit or license related to Gaming? Yes No

Type of License:	State:	Issuing Agency:	Phone:

If License was revoked, provide details:

Please indicate by answering the following questions whether or not you have a financial interest in any gambling activity including non-Indian business or interest.

- Yes No Invested or loaned money, have an option to purchase, or have a contract for service to any gambling facility or activity?
- Yes No Have ownership or interest in equipment being leased or otherwise provided to any gambling facility?
- Yes No Have investment or ownership in any activity listed in the Employment Section of this application?
- Yes No Do you receive any revenue or payments or money from any person who is involved in the activities listed in the Employment Section of this Application as a result of the operation of gambling?
- Yes No Have you ever worked for, in any capacity, a gambling operation?
If Yes, Where: _____ When: _____ Position: _____

Please explain all YES answers:

Any questions regarding background information please contact:

White Earth Background Investigations

Attn: Christie Haverkamp

PO Box 395

Mahnomen, MN 56557

Phone: (218) 935-2148 ext 203 Fax: (218) 935-5087

Email: christieh@whiteearth.com

ADDITIONAL INFORMATION

Please list any other information you would like us to consider when reviewing your application for employment. Please use this space for any continued information from this application. Annotate Section of Application for reference.

Please Read

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by U.S.C. 2701 of seq. The purpose of the requested information is to determine eligibility of individuals to be employed in a gaming operation. The information will be used by National Indian Gaming Commission and White Earth Reservation members and staff who have need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, Tribal, State, Local or Foreign law enforcement and regulatory agencies when relevant to civil, criminal or regulatory investigation or prosecutions or when pursuant to a requirement by a tribe or the National Indian Gaming Commission in connection with the hiring or dismissal of an employee, the issuance or revocation of a gambling license, or investigation of activities while associated with a tribe or a gambling operation. Failure to consent to the disclosures indicated in this notice will result in a tribe's being unable to hire you in a primary, management, official or key associate position. A false statement or omission on any part of your application may be grounds for not hiring you, or for dismissing you after you begin working. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001). The disclosure of your social security number (SSN) is voluntary; however, failure to supply a SSN may result in errors in processing your application.

The Shooting Star Casino, Hotel and Event Center affirms the right of everyone to participate in all aspects of employment without regard to race, color, religion, sex, national origin or age, as allowed by law. We will provide appropriate opportunity to all persons without regard to factors unrelated to job performance. The Shooting Star Casino, Hotel and Event Center reserves the right to use Indian Preference in hiring and promotions.

By submitting this application, I hereby authorize the White Earth Tribal Council to investigate my past records at any time to ascertain all information which may concern my record and character. I agree that any information obtained by the White Earth Reservation from any source will be held confidential from all persons and even against any demand made by me, except as required by law. My signature below certifies that this application is complete and accurate.

I will keep White Earth Backgrounds Department informed either by phone or personal contact of the **pending charge** listed on my application up until the time of my hire. It is **MY** responsibility to keep the Backgrounds Department informed throughout my employment. I must furnish Backgrounds with the proper court documents pertaining to the charge or I will be restricted to a non-compact, non-cash handling position for the duration of my employment.

By signature below I certify that all statements made by me in this document are true, complete and accurate to the best of my knowledge and belief and are made in good faith. **A false statement or omission on any part of your application may be grounds for not hiring you, or for dismissing you after you begin working.** I am aware that the purpose of investigations is to insure compliance with the Tribal-State gaming compact(s) on gambling. I authorize and grant my consent to permit any law enforcement agency and other person, business or agency deemed necessary, to release information to any identified law enforcement officer of the gambling enforcement division and representative of the White Earth Reservation Tribal Council.

PLEASE DO NOT SIGN UNTIL YOU MEET WITH THE BACKGROUNDS DEPARTMENT

Print Full Name:

First *Middle* *Last*

Applicant Signature:

Date

To Be Completed by White Earth Backgrounds Department

Notary: _____ Subscribed and sworn before me this _____ day of _____ 20__