



BY CHOICE HOTELS

# Application for Employment

Kla-Mo-Ya Casino, Corp.  
34333 Hwy 97 N. Chiloquin OR 97624  
P: 541.783.7529 / F: 541.783.3670

Please complete the requested information fully and accurately. Make sure to use blue or black ink only, print or write legibly, and date and sign the application; otherwise it may not be considered for the position. For areas that do not apply, indicate with "N/A". A resume or additional information may be attached but not as a substitute for requested information. Applications remain on file for six months. Applicants are responsible for updating personal/contact information. Equal access to KMYC programs, services, and employment is available to all persons. Applicants needing reasonable accommodation to complete the process should notify Human Resources.

## Identification

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Telephone #: \_\_\_\_\_ Other #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## Native American Preference

In accordance with 42 USC Sec. 2000 e 2 (i), Kla-Mo-Ya Casino exercises Tribal and Native American preference in employment among similarly qualified applicants. Employment decisions for all other applicants and employees will be made without regard to race, creed, color, religion, gender, age, national origin, veteran status, disability or other legally protected status. If a tribal member, you may be asked to provide verification of enrollment.

Please indicate your Tribal affiliation:

- Enrolled Klamath Tribal Member: Enrollment #: \_\_\_\_\_
- Direct Descendent of an Enrolled Member of the Klamath Tribe: Name \_\_\_\_\_
- Enrolled Member of Another Federally Recognized Tribe: Tribe: \_\_\_\_\_ #: \_\_\_\_\_
- Not associated with a Native American tribe

## Information

- Yes Are you a citizen of the United States of America?
- Yes If not a citizen, are you legally authorized to work in the USA?
- Yes If authorized, will you be able to provide proper verification of your status?

Please indicate which applies:

- Yes  No Are you at least 21 years of age or older? (required depending on position)
- Yes  No Are you at least 18 years of age or older?

Do you have a:

- High School Diploma or Recognized GED Certification
- Bachelor's Degree
- Post Graduate Degree
- None of the Above

- Yes  No Do you have a valid driver's license? State of Issue: \_\_\_\_\_ #: \_\_\_\_\_
- Yes  No Have you ever been arrested, detained, charged, indicted, or summoned to answer for any criminal offense or violation for any reason whatsoever, regardless of the disposition of the event? (Except minor traffic citations)
- Yes  No Have you ever plead "guilty" or "no contest" or been convicted of felony or other criminal offense within the last fifteen (15) years? (Except traffic offenses)
- Yes  No Are you presently charged with a violation of the law? (Excluding traffic violations)
- Yes  No Have you ever been employed by Kla-Mo-Ya Casino?  
If yes: Date of Separation: \_\_\_\_\_ Badge#: \_\_\_\_\_
- Yes  No Are any relatives currently employed or associated with Kla-Mo-Ya Casino?

## For What Position or Department Are You Applying?

\_\_\_\_\_

- Applying for any available position for which considered qualified.

## Type of Employment Desired

- Full-Time  Part-Time
- Temporary/Seasonal

## Shift Work Preference

- Days  Swing  Graveyard

## Can You Work?

- Yes  No Overtime As Needed
- Yes  No Weekends (Sat / Sun)
- Yes  No Holiday's

## How did you learn about Kla-Mo-Ya Casino and/or this position(s)?

- Employee Referral (From Whom): \_\_\_\_\_
- Casino or Tribal Posting
- Kla-Mo-Ya Website / Employment
- Herald & News Job Advertisement
- Work Source Klamath Falls
- Radio/TV Advertisement
- Internet (Specify) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

## For HR Use Only

Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Selected for Interview: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notification Sent: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Educational Information

High School	City / State	Years Completed	Diploma or Degree Received / Field of Study
College or University	City / State	Years Completed	Diploma or Degree Received / Field of Study
College or University	City / State	Years Completed	Diploma or Degree Received / Field of Study
Trade or Vocational School	City / State	Years Completed	Diploma or Degree Received / Field of Study
Other Certified Specialized Training	City / State	Years Completed	Certification Received / Field of Study
If You Earned a General Education Diploma (GED) – Name of the certifying institution	City / State	Year Received	

### U.S. Military Service

Yes  No Have you served in the U.S. Armed Forces? If yes, you will be asked to provide a copy of your DD214 if selected.

If yes, which Branch? \_\_\_\_\_ Dates Served: From: \_\_\_\_\_ To: \_\_\_\_\_

Please describe any military training received or duties performed that may be relevant to the position for which you are applying.

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

### Other Information

If you answered yes to either question regarding criminal offenses above, was the conviction for a  Misdemeanor or a  Felony?

Please indicate the nature of the offense, the date, circumstances, and duration of incarceration, if any. List **ALL** information for last 15 years.

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

The existence of a criminal conviction or pending charge will not necessarily preclude you from employment with Kla-Mo-Ya, however the nature of the crime, its relationship to the position responsibilities for which you applied, the degree of rehabilitation that has or is occurring, and the elapsed time since the crime or release from confinement will be considered and subject licensing restrictions and/or requirements.

### Employment History

Begin with your **most recent** employment experience and cover the past 7 years. Please print. Be sure to accurately complete all requested information. Feel free to attach additional documents including a resume regarding other employment or experiences relevant to the position for which applying. However, attachments, including a resume, may not be provided as substitutes for the requested information.

#### Most Recent Employment:

Name of Employer:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	
City	State:	From (M/Y)	To (M/Y)
Telephone Number:	Supervisor's Name / Title:	Final Wage Or Salary:	Per:
Job Title:		Reason For Leaving:	
Briefly described the work performed or the skills utilized (make sure to list any work or skills relevant to the position for which applying):			

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**Next Most Recent Employment:**

Name of Employer:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	
City	State:	From (M/Y)	To (M/Y)
Telephone Number:	Supervisor's Name / Title:	Final Wage Or Salary:	Per:
Job Title:		Reason For Leaving:	
Briefly described the work performed or the skills utilized (make sure to list any work or skills relevant to the position for which applying):			

**Third Most Recent Employment:**

Name of Employer:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	
City	State:	From (M/Y)	To (M/Y)
Telephone Number:	Supervisor's Name / Title:	Final Wage Or Salary:	Per:
Job Title:		Reason For Leaving:	
Briefly described the work performed or the skills utilized (make sure to list any work or skills relevant to the position for which applying):			

**Fourth Most Recent Employment:**

Name of Employer:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	
City	State:	From (M/Y)	To (M/Y)
Telephone Number:	Supervisor's Name / Title:	Final Wage Or Salary:	Per:
Job Title:		Reason For Leaving:	
Briefly described the work performed or the skills utilized (make sure to list any work or skills relevant to the position for which applying):			

Please identify and explain any gaps in your employment history during the past 7-years, such as Unemployed, Student, etc. Include dates.

### References

Name	Address/City/State/Zip	Contact #	Business/Personal	Years Known

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### Applicant's Certification and Agreement

I attest and certify that all information I have provided in order to apply for and secure work with Kla-Mo-Ya Casino, Corp. (KMYC) is true and complete and made in good faith. I understand that this application form is intended for use in evaluating my qualifications for employment and the position for which being considered and that it is not in any context to be considered an offer of employment. I understand that any false information, misrepresentations or omissions on this application, other written materials, or as provided during my interview(s) may lead to the rejection of my application and if employed, be cause for discipline up to and including the termination of my employment at the time any false information or omissions are discovered and that Kla-Mo-Ya Casino retains the right to terminate my employment on these grounds.

I expressly authorize, without reservation, KMYC, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, consumer reporting bureaus, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, other submitted documentation, or job interview(s). I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that if hired, my employment will be considered "at will" meaning I have no contractual right, expressed or implied, to remain in the employ of KMYC and that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that if employed, I am free to resign at any time, with or without cause and with or without prior notice, and KMYC reserves the same right to terminate my employment at any time, with or without cause or with or without prior notice, except as may be required by law. In consideration of my employment, I acknowledge that my employment or the terms and conditions thereof, including compensation, can be changed or terminated with or without cause or notice at any time at the option of KMYC. It is further agreed, that this "at will" relationship may not be changed by any implied oral or written agreement or by conduct, that no supervisor or representative of KMYC is authorized to make any assurances to the contrary unless such change is approved and acknowledged in writing by the Kla-Mo-Ya Board of Directors.

I understand that KMYC maintains a policy of equal opportunity employment with regard to race, color, religion, national origin, sex, age, genetics, known disability or veteran status and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law and adheres to the Tribal Employment Ordinance. Reasonable accommodation will be made as appropriate to enable any employee or applicant for employment to safely and properly perform the job for which applying as requested. It is understood however, that Kla-Mo-Ya Casino as an enterprise of The Klamath Tribes does adhere to a policy of Indian Preference.

I understand that Kla-Mo-Ya Casino has adopted an Alcohol & Drug Free Policy applicable to all employees and candidates for employment. As such, I hereby agree and consent, as a condition of my employment, to submitting to a pre-employment Alcohol & Drug test as established by KMYC and further authorize release of any test results to KMYC by the testing agency. I further understand that my failure to appear for said test within the time period allotted, to test positive for any covered substance, to refuse to sign a consent form or submit for testing or fail to cooperate in any manner or to produce an unacceptable specimen within the designated time period, will be cause for the rescinding of my job offer and disqualify me from further consideration for any position for a period of 24-months conditioned upon providing evidence of having successfully completing an appropriate treatment program. I further agree and consent that if hired and throughout the term of my employment with KMYC to abide by KMYC alcohol & drug testing policies and procedures (including random and suspicion) and authorize release of any such test results to KMYC.

I understand and consent that if considered for employment and as a condition for that employment, that I may be required to apply for and obtain a gaming license from the Klamath Tribal Gaming Regulatory Commission (KTGRC), a separate regulatory agency, of the Klamath Tribes. I understand that the KTGRC may require completion of their gaming license application and disclosure documents for purposes of obtaining a gaming license and will conduct a background investigation to include, but not be limited to, educational and employment history, criminal records checks, references and as applicable, a credit history check. I further understand that KTGRC's findings may be shared with KMYC and may affect my eligibility for employment. I also understand that KTGRC utilizes surveillance equipment as part of its daily operations and that I may be video and/or audio taped while on property.

I understand that the Immigration Reform and Control Act of November 6, 1966 require proof of legality of residency in the United States or United States citizenship and will be asked to complete an I-9 form in this regard. I further understand that such proof must be provided to KMYC at the time of hire. The failure to do so will result in the withdrawal of the employment offer or termination of my employment. (Acceptable documentation includes but is not limited to a valid driver's license, social security card, Tribal enrollment card, birth certificate, US Passport, or certificate of US citizenship.)

I agree to conform to all existing and future KMYC policies, procedures, requirements, regulations, rules, and/or management directives, as a condition of my employment and understand that such policies, procedures, requirements, regulations, rules, and/or management directives may be changed, modified, amended, withdrawn, or interpreted at any time as KMYC deems appropriate with or without notice. I also acknowledge that KMYC reserves the right to change the wages, hours, and working conditions of my employment as deemed necessary with or without notice.

#### **DO NOT SIGN UNTIL YOU HAVE CAREFULLY READ THE ABOVE APPLICANT'S CERTIFICATION**

I hereby certify that I have read, fully understand and accept all terms of the forgoing Applicant's Certification.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_