



# APPLICATION FOR EMPLOYMENT

Like Us! "Fortune Bay Jobs" on Facebook

**218-753-6400 ● 1430 Bois Forte Road ● Tower, MN 55790**

**(Proof of U.S. citizenship or immigration status will be required upon employment)**

**\*Please print legibly\***

Name Last		First	Middle	Social Security Number	
				/	/
Street		City		State	Zip Code
Contact Number, Message Number and/or Cell Telephone Number				Tribe and Band	
( ) ( )		( ) ( )			
Email address:		Position(s) Applied For:			Date of Application

Type of Employment Desired:    ( ) Full Time    ( ) Part Time    ( ) Seasonal    ( ) Temporary

How Did You Find Out About Job Opportunities at Fortune Bay?

- Referred by Friend                       Walked In                       Radio Ad  
 Referred by Fortune Bay Employee – **Name of Employee:** \_\_\_\_\_  
 Newspaper Ad  
 Job Fair     Website     Other \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_:\_\_\_\_\_ AM/PM

If you are under 18, can you furnish a work permit?                      ( ) Yes                      ( ) No

Have you ever been employed here before?                      ( ) Yes                      ( ) No

If Yes, give dates \_\_\_\_\_

Are you legally eligible for employment in this country?                      ( ) Yes                      ( ) No

Are you currently employed?                      ( ) Yes                      ( ) No

On what date would you be available for work?                      \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?                      ( ) Yes                      ( ) No

If Yes, please explain \_\_\_\_\_

## EDUCATIONAL BACKGROUND

	Name & Address	Yr Graduated	Last Yr Attended	Type
High School				Diploma or GED (Circle One)
College				Associate, Bachelors Masters, Doctorate (Circle One) Major _____
Other				

## EMPLOYMENT EXPERIENCE

**If no experience is listed, application is considered incomplete. If you have no employment experience, please write that here.**  
 (Start with your present or last job. Include Military service assignments & volunteer activities. Please include Street, City, State & Zip Code)

Name of Company and Address (If current employer, may we contact?) <input type="radio"/> Yes <input type="radio"/> No	Telephone (    )	Supervisor Name
Job Title- What Did You Do?	Dates Worked From            To	Last Salary/ <input type="radio"/> Hourly Wage \$ <input type="radio"/> Annually
Why Did You Leave?	<b>FORTUNE BAY USE ONLY ➔</b>	<b>VERIFICATION &amp; DATE</b>

Name of Company and Address (May we contact?) <input type="radio"/> Yes <input type="radio"/> No	Telephone (    )	Supervisor Name
Job Title- What Did You Do?	Dates Worked From            To	Last Salary/ <input type="radio"/> Hourly Wage \$ <input type="radio"/> Annually
Why Did You Leave?	<b>FORTUNE BAY USE ONLY ➔</b>	<b>VERIFICATION &amp; DATE</b>

Name of Company and Address (May we contact?) <input type="radio"/> Yes <input type="radio"/> No	Telephone (    )	Supervisor Name
Job Title- What Did You Do?	Dates Worked From            To	Last Salary/ <input type="radio"/> Hourly Wage \$ <input type="radio"/> Annually
Why Did You Leave?	<b>FORTUNE BAY USE ONLY ➔</b>	<b>VERIFICATION &amp; DATE</b>

## REFERENCES

(Please include Street, City, State & Zip Code. DO NOT include family members or significant others.)

Name & Address	Telephone	Years Known
	Area Code (    )	
	Area Code (    )	
	Area Code (    )	

Describe any Specialized Training, Skills, Apprenticeship, Extra-Curricular Activities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name, Phone Number and Address of Person(s) to be notified in an emergency: \_\_\_\_\_  
 \_\_\_\_\_

## SIGNATURE, CERTIFICATION, & INFORMATION RELEASE

- I understand that acceptance of employment does not create a contractual obligation upon the employer and that this employment relationship is considered "at will". This means that you are not required or guaranteed to work for the company for a set period of time and that you are free to terminate your employment at any time and for any reason with or without notice or progressive discipline. The Company is also free to terminate your employment at any time and for any reason with or without notice or progressive discipline.
- I certify that the answers given herein are true and complete to the best of my knowledge and also understand that false or misleading information upon this application will result in my disqualification or discharge from employment.
- I authorize investigation of all statements and references contained in this application for employment as deemed necessary and further grant any former employer and/or government agency to release confidential information about me to Bois Forte Enterprise. This release is valid for one (1) year after the date of my signature hereon. A photocopy of this release shall be as valid as the original.

Date \_\_\_\_\_

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

# FORTUNE BAY RESORT CASINO

## FORTUNE BAY RESORT

### FOOD AND BEVERAGE:

- **Banquet Team Member:** Banquet Wait Staff serves or assists diners to serve themselves at buffet or smorgasbord table; replenishes supplies of food and tableware; carries trays of food to individual tables for diners.
- **Banquet Convention Services:** Prepares and serves food and refreshments at social affairs; arranges tables and decorations; prepares hors d'oeuvres, fancy and plain sandwiches, and salads; serves food and beverages to guests; assists in cleaning banquet room.
- **Beverage Server:** The Beverage Server serves beverages to casino patrons seated at gaming machines, blackjack tables, or Lounge area or bar; must request identification from customers when their legal age is questionable.
- **Grill Cook:** The Grill Worker is responsible for all food preparation for the Grill including safe and proper handling of food products while maintaining a clean and safe work environment to provide a pleasant dining experience for our guests.
- **Grill Cashier:**
- **Dishwasher:** Performs a variety of duties to maintain kitchen work areas and restaurant equipment and utensils in clean orderly condition; transfers supplies and equipment between storage and work areas; assist in set up and clean up of banquet tables.
- **Dining Room Host/Hostess:** The Dining Room Host/Hostess is responsible for greeting and seating of customers, cashiering, coordinating/assisting wait staff with table service; maintains dining room cleanliness and set up to ensure customer satisfaction.
- **Dining Room Wait Staff:** Greet guests and escorts them to tables; presents menu to customers; takes orders and presents to kitchen; serves meals and beverages; totals bill and accepts payment or refers to cashier; clears and resets counters or tables.

### \*HOUSEKEEPING:

- **Room Attendant:** Room Attendants are responsible for providing for a high standard of cleanliness in guest rooms, ensuring the safety and comfort throughout the facilities, by prioritizing duties and maintaining daily check lists.
- **Laundry Attendant:** The Laundry Worker is responsible for maintaining sheets, blankets, and other linen used in guests' rooms; sorts articles according to identification numbers or type; folds and places item in proper storage areas.

### \*RESORT FRONT DESK:

- **Reservationist:** The Reservationist is responsible for greeting, registering, and assigning rooms to guests; keeps records of room availability and guests' accounts; computes bills; collects payment; makes change for guests; makes and confirms reservations.
- **Guest Services Representative:** The Guest Services Representative is responsible for accurately registering and checking out guests; maintaining guest accounts and dispensing information about Fortune Bay and the community; always making the guest feel welcome by creating an atmosphere of service and hospitality with ah high level of professionalism.

### \*BLACKJACK:

- **Table Games Dealer:** The Blackjack Dealer will provide prompt, courteous, and accurate dealing to all customers while following all casino blackjack procedures and policies.
- **Pit Boss:** The Blackjack Pit Boss will provide prompt, courteous, and Quality Guest Service to all blackjack customers while supervising all activity in the blackjack pit concerning the game of blackjack, and all blackjack personnel to ensure compliance with organizational policies and objectives.

\*\*All Blackjack personnel are selected through an In-house training and hiring process.

### \*PLAYERS CLUB SERVICES REPRESENTATIVE

- **Player's Club Services Representative:** The Guest Services Host is directly responsible for all phases of Quality Guest Services at the front desk that meets the needs of our guests and employees.
- **Valet Attendant:** The Valet Attendant is directly responsible for all phases of parking which meets the needs of our guests.

### \*RETAIL:

- **Gift Shop Cashier:** The Gift Shop Cashier provides Quality Guest Service through sales of Gift Shop items to accomplish the goals of the Gift Shop and Fortune Bay.

### \*SLOT DEPARTMENT:

- **Slot Attendant:** The Slot Attendant is responsible for ensuring each customer receives a high level of Quality Guest Service by being available to answer customer inquiries and facilitate Jackpot/ Fills in a timely manner as well as maintain a clean and safe work environment.

### \*SECURITY:

- **Security Officer:** The Security Officer, through observation, patrol, and customer/employee relations, provides and maintains a safe environment for customers and employees; prevents loss of profit due to fire, theft, vandalism, embezzlement, and other forms of crime.

### \*MAINTENANCE:

- **Groundskeeper:** The Outside Maintenance Groundskeeper is responsible for carrying out assignments given by the Maintenance Supervisor to ensure a clean and safe environment for employees and guests.
- **Maintenance Technician I, II, III:** The Maintenance Technicians are directly responsible for carrying out assignments given by the Maintenance Supervisor; to represent the Supervisor when the Supervisor is absent and to maintain a clean, comfortable, and safe environment for both employees and customers.

## FORTUNE BAY CASINO (continued)

### JANITORIAL TECHNICIANS:

- **Line Personnel:** Janitorial Line Personnel are responsible for providing for a high standard of cleanliness, safety and comfort throughout the facilities, by prioritizing duties and maintaining daily check lists.
- **Deep Cleaner Personnel:** Deep Cleaner Personnel for all machine upkeep are responsible for providing a daily high standard of cleanliness to ensure attractive quality appearance of machines for the customer, while adhering to organizational policies and procedures.
- **Janitorial Lead:** The Lead Person will assist the Janitorial Manager in providing for a comfortable, safe and clean environment throughout the facility, overseeing and coordinating Janitorial personnel, and ensuring Quality Guest Service.

### \*INVENTORY CONTROL (VAULT):

- **Cage Cashier:** A Cage Cashier is responsible for ensuring each customer receives a high level of quality guest service by being available to provide timely and accurate services.
- **Vault Clerk:** A Vault Clerk is responsible for the flow of and documentation of moneys and other cash equivalent documents through the vault to support daily gaming activities.
- **Drop Team:** Drop Team Members are responsible for the collecting and counting of casino funds to provide revenue numbers and replenish inventory levels.

(Job listings indicated with an asterix\* designate positions that will require a criminal background check)

## REPRESENTATION OF ELIGIBILITY

The Bois Forte Reservation Tribal Council requires background checks of primary management officials, key employees and others in positions requiring a license.

In order to be employed prior to completion of the background investigation and issuance of a license, the undersigned hereby represents:

- That my prior activities, criminal record, if any, reputation, habits and associations do not pose a threat to the public interest or to the effective regulation of gaming, or create or enhance the danger of unsuitable, unfair or illegal practices, methods and activities in the conduct of gaming.  
True \_\_\_\_\_ Not True \_\_\_\_\_
- I have never been convicted of a felony or gross misdemeanor involving fraud, misrepresentation, or gambling.  
True \_\_\_\_\_ Not True \_\_\_\_\_
- I have not been convicted of any felony in the last five (5) years.  
True \_\_\_\_\_ Not True \_\_\_\_\_
- I have not been convicted of a sex offense.  
True \_\_\_\_\_ Not True \_\_\_\_\_

Please explain any statements above that you marked as "Not True":

---

I understand that the Bois Forte Reservation Tribal Council is relying on the representation set forth above. I further understand that I will be immediately discharged if it is determined that any representation is false. I understand that the issuance of a license will be based on the results of the background investigation.

---

Printed Name (Last, First, Middle)

Social Security Number (optional)

---

Signature

Date

