

EMPLOYMENT APPLICATION



34333 Highway 97 North • Chiloquin, Oregon 97624
Direct (541) 783-7529 • Fax (541) 783-7543

HR USE ONLY

Date Rec.: _____

APPLICATION INSTRUCTIONS

(read carefully)

Complete all necessary information. You must complete a separate application for each position for which you are applying. Please sign and date this application. All applicants will be required to complete this employment application to be considered for an open position with Klamath-Mo-Ya Casino. If your application is incomplete or you fail to clearly show qualifications for the position for which you are applying, your application will not be considered. Please type or print clearly in blue or black ink. Any person requiring assistance in the application process should contact Human Resources.

Position applying for: _____ Recruitment Number: _____

What type of employment status are you seeking?: Full Time Part Time
 Temporary/Seasonal

What shifts can you work? Days Swing Graveyard Weekends
 Overtime Holidays

NATIVE AMERICAN PREFERENCE

Without violation of equal opportunity laws, Native American preference is given within the organization to qualified members of federally recognized tribes. Employment decisions for all other applicants and employees will be made without regard to race, religion, sex, age, national origin, marital status, veteran status or other characteristics protected under applicable law.

Are you associated with a Native American tribe?

- Klamath Tribal Member Tribal Enrollment Number: _____
 Klamath Tribal Member Spouse Other Native American
 No, I am not associated with a Native American tribe.

PERSONAL INFORMATION

Social Security Number _____ - _____ - _____

Name (First, Middle Initial, Last) _____

Mailing Address _____ Apt. No. _____

City _____ State _____ County _____ Zip Code _____

Home Phone _____ Cell Phone _____

Message Phone _____ Other Phone Number _____

E-Mail Address _____

Aliases/Other/Previous Names Used _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

EMPLOYMENT HISTORY/ STATUS

(Begin with your most recent employer)

Please complete this section thoroughly by listing your entire work history for the past 10 years. **DO NOT WRITE "SEE RESUME"**. A resume may be attached as a supplement, but will not substitute for a completed employment application. If more space is needed, please use an additional sheet of paper and attach to this application.

EMPLOYED FROM (MM/YY)	PREVIOUS EMPLOYER NAME/STATUS	(AREA CODE) PHONE NUMBER	
EMPLOYED THRU (MM/YY)	STREET ADDRESS		
WAGE	CITY	STATE	ZIP CODE
JOB TITLE	NAME OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING	
JOB DUTIES			

EMPLOYED FROM (MM/YY)	PREVIOUS EMPLOYER NAME/STATUS	(AREA CODE) PHONE NUMBER	
EMPLOYED THRU (MM/YY)	STREET ADDRESS		
WAGE	CITY	STATE	ZIP CODE
JOB TITLE	NAME OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING	
JOB DUTIES			

EMPLOYED FROM (MM/YY)	PREVIOUS EMPLOYER NAME/STATUS	(AREA CODE) PHONE NUMBER	
EMPLOYED THRU (MM/YY)	STREET ADDRESS		
WAGE	CITY	STATE	ZIP CODE
JOB TITLE	NAME OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING	
JOB DUTIES			

EMPLOYED FROM (MM/YY)	PREVIOUS EMPLOYER NAME/STATUS	(AREA CODE) PHONE NUMBER	
EMPLOYED THRU (MM/YY)	STREET ADDRESS		
WAGE	CITY	STATE	ZIP CODE
JOB TITLE	NAME OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING	
JOB DUTIES			

EMPLOYED FROM (MM/YY)	PREVIOUS EMPLOYER NAME/STATUS	(AREA CODE) PHONE NUMBER	
EMPLOYED THRU (MM/YY)	STREET ADDRESS		
WAGE	CITY	STATE	ZIP CODE
JOB TITLE	NAME OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING	
JOB DUTIES			

EMPLOYED FROM (MM/YY)	PREVIOUS EMPLOYER NAME/STATUS	(AREA CODE) PHONE NUMBER	
EMPLOYED THRU (MM/YY)	STREET ADDRESS		
WAGE	CITY	STATE	ZIP CODE
JOB TITLE	NAME OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING	
JOB DUTIES			

===== **EDUCATION/ TRAINING** =====

List last grade completed High School _____ College _____ Technical/Business _____				
If you did not graduate from high school, do you have a high school equivalency diploma (G.E.D.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where from? _____				
Are you fluent in any foreign language? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write Foreign language: _____				
	FULL NAME AND LOCATION OF SCHOOL(S)	DID YOU GRADUATE?	MAJOR SUBJECTS	DEGREE or CERTIFICATE
HIGH SCHOOL		<input type="checkbox"/> Yes <input type="checkbox"/> No		
COLLEGE		<input type="checkbox"/> Yes <input type="checkbox"/> No		
OTHER		<input type="checkbox"/> Yes <input type="checkbox"/> No		

=====

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



SKILLS ASSESSMENT

Please review the skills listed and check those that you are proficient with and have used on the job and/or while in school. Key skills marked here should also be reflected in the job duties listed on your application.

CLERICAL / ADMINISTRATIVE

- Keyboarding/Typing
 - 10-Key by Touch
 - 10-Key by Sight
 - Receptionist Skills
 - Phones
 - Office Equipment
 - Fax
 - Copier
 - Computer
 - Microsoft Windows
 - MS Word
 - Other: _____
- MS Excel Money
 - MS PowerPoint
 - MS Access
 - Internet
 - E-mail
 - Proofreading
 - Editing
 - Scheduling
 - Mailroom
 - Archives
 - Customer Service

COMPUTER/TECHNOLOGY

- System Design
 - Network Administration
 - Database Administration
 - Visual Basic
 - JAVA
 - CNA
 - MCP
 - Installing Hardware
 - Installing Software
 - Troubleshoot Hardware
 - Troubleshoot Software
 - Graphic Design
 - Computer Graphics
 - Adobe Photoshop
 - Macromedia Freehand
 - Other: _____
- Systems Analysis
 - MS Windows NT
 - Tech Support
 - SQL
 - A+
 - CNE
 - MCSE
 - Communications
 - Telecommunications
 - Forms Management
 - Records Management
 - Web Design
 - Quark Express
 - Adobe Acrobat
 - Macintosh

HOTEL / LODGING

- Bell Staff
 - Laundry
 - Guest Registration
 - Other: _____
- Housekeeping
 - Front Desk
 - Night Auditor

GAMING

- Bingo
 - Off Track Betting
 - Paymaster
 - Floor Runner
 - Keno Equipment
 - Video Arcade Machines
 - Slot Technician
 - Dealing Cards
 - Craps
 - Let It Ride
 - Big 6
 - Texas Hold 'Em
 - Poker Brush/Board
 - Other: _____
- Keno
 - Caller
 - Writer
 - Bingo Equipment
 - Cage Equipment
 - Slot/VLT Experience
 - System Maintenance
 - Blackjack
 - Roulette
 - Pai Gow
 - Caribbean Stud
 - 7 Card Stud
 - Casino Host/Hostess

LEADERSHIP/ HUMAN RESOURCES

- Supervisor
 - Coaching/Counseling
 - Policies & Procedures
 - Performance Evaluations
 - Interviewing
 - Addressing Complaints
 - Resolving Problems
 - Attendance Tracking
 - Administering Benefits
 - Development Plans
 - Employee Relations
 - Job Descriptions
 - Other: _____
- Manager
 - Reward Plans
 - Disciplinary
 - Planning
 - Hiring/Firing
 - Directing Work
 - Compensation
 - Recruitment
 - Training
 - Safety
 - Computer/HRIS
 - Mentor/Coach

FINANCIAL / ACCOUNTING

- Accounting
 - Accounts Payable
 - Accounts Receivable
 - Full Cycle Bookkeeping
 - Tax/Statistical Reporting
 - 10-Key Calculator
 - Other: _____
- Budgets
 - Payroll
 - Auditing
 - General Ledger
 - Purchase Orders
 - Computer

CASH HANDLING

- Cashier
 - Banking/Teller
 - Grocery
 - Casino Floor
 - Under \$1000/day
 - Over \$1000/day
 - Over \$5000/day
 - Other: _____
- Strapping Money
 - Money Counting Machines
 - Cash Register
 - Retail
 - Sales
 - Chip Handling
 - Vault

FLUENCY IN A FOREIGN LANGUAGE

- English
 - French
 - Chinese
 - Italian
 - Other: _____
- Spanish
 - German
 - Japanese
 - Sign Language

SECURITY / SURVEILLANCE / VALET

- Law Enforcement Exp.
 - Casino Security Exp.
 - Military Experience
 - Incident Reporting
 - Suspect Apprehension
 - Emergency Proc.
 - Evacuation Proc.
 - Surveillance Equipment
 - Equipment Installation
 - Valet/Car Parking Exp.
 - Vehicle-Automatic
 - Other: _____
- CPR
 - EMT
 - Dispatch
 - Investigative
 - Traffic Control
 - Patrol Exp.
 - Handheld Radios
 - Monitor Systems
 - Equip. Repair
 - Driver's License
 - Vehicle-Manual

PURCHASING AND RECEIVING

- Warehouse
 - Cold Storage
 - Lift Truck Certification
 - Purchase Orders
 - Contract Negotiation
 - Other: _____
- Inventory
 - Machinery
 - Requisitions
 - Quality Control
 - Buyer

FOOD AND BEVERAGE

- Full Service Restaurant
 - Waitstaff
 - Bussing
 - Bartender
 - Dish Machine Operator
 - Short Order Cook
 - Pantry Steward
 - Sous Chef
 - Ethnic Foods
 - HACCP Certification
 - Current Food Handlers Card
 - Serve Safe Certified
 - Housekeeping
 - Hazardous Materials
 - Other: _____
- Fast Food
 - Host/Hostess
 - Cashier
 - Banquets
 - Prep Cook
 - Cook
 - Lead Cook
 - Executive Chef
 - Computer/POS
 - Food Inventory
 - Current OLCC
 - ACF Cert.
 - Chemicals
 - Hard Floors

FACILITY SERVICES

- Housekeeping
 - Hazardous Materials
 - Windows
 - Buffer
 - Lawn Maint.
 - Plant Maintenance
 - Bedding Plants
 - Ornamental Ponds
 - Equipment Maintenance
 - Carpentry
 - Mechanical
 - Electrical
 - Wastewater Treatment
 - Plumbing
 - Welding
 - HVAC Certification
 - Other: _____
- Chemicals
 - Hard Floors
 - Vacuum
 - Landscaping
 - Plant Identific.
 - Trees/Shrubs
 - Irrigation
 - Lawn Mower
 - Pesticides
 - Upholstery Rep.
 - Painting
 - High Voltage
 - Road Maint.
 - Heating Repair
 - Masonry
 - Computer

Please list any additional skills, training and/or certifications, pertinent to the job applied for, that you possess. *(Attach a resume or additional sheets if necessary.)*
