

Ohiya Casino & Resort

OHIYA MEANS WIN

Owned and Operated by the Santee Sioux Nation

Dear Applicant,

Thank you for your interest. You are applying for a position with Ohiya Casino & Resort. To give you the best opportunity for employment, please complete this application accurately and completely. All positions require a gaming license; please apply for those positions for which you are eligible. All applicants must review the suitability form attached to the application prior to applying.

Ohiya Casino & Resort does on-site drug testing. Personnel administering the drug test to a potential employee are certified to do so according to policy and procedure. You have been made aware of on-site drug testing. On-site Drug Testing includes Pre-Employment drug tests, Random drug tests, Suspicion drug tests, Post accident drug tests, Annual drug tests, Quarterly drug tests, and any other drug tests for reasons with probable cause that management has witnessed.

Upon hire an I-9 form must be completed. The I-9 requires two forms of identification. Sec. #606 (A) (1) of the Fair Credit Reporting Act sets forth requirements about full disclosure, thereby information obtained can be reviewed if request in writing, within a reasonable period of time.

Also, all personnel must be in the process of obtaining a GED/High School Diploma prior to applying. You hereby authorize Ohiya Casino to verify the application information. Information requested is Job Related, a Business Necessity, and a Bonafide Occupation Qualification.

All applications must be complete to be considered for employment.

Once again, thank you for applying to the Ohiya Casino & Resort!

Sincerely,

Human Resources Department
Ohiya Casino & Resort
53142 Highway 12
Niobrara, NE 68760
Fax: (402) 857-3016

Revised: September 22, 2016



APPLICATION FOR EMPLOYMENT

Ohiya Casino & Resort
53142 Highway 12
Niobrara, NE 68760

DATE OF APPLICATION: _____

PERSONAL INFORMATION

All applications must be complete to be considered for employment. Please Type or Print in ink.

(Last Name) (First Name) (Middle Name)

(Street Address & Box #) (City) (State and Zip) (Telephone Number)

Email: _____

In case of emergency, notify: _____

Phone: _____ Address: _____

Indian Preference

Are you an enrolled member of the Santee Sioux Nation? Yes ___ No ___

Fill out if you are claiming Indian Preference, but are not an enrolled member of the Santee Sioux Nation.
Is your spouse an enrolled member of the Santee Sioux Nation? _____ If yes, please list his/her name: _____

Are either of your parents enrolled members of the Santee Sioux Nation?

If yes, please list the name of the enrolled parent: _____

Are you enrolled in a federally recognized tribe other than the Santee Sioux Nation? Yes ___ No ___

If yes, list the full name of the tribe: _____

POSITION DESIRED

Position(s) applying for (Be Specific):

Do you desire: Full-Time _____ Part-Time _____ Temp.(On Call) _____.

Are you at least 16 years of age? Yes ___ No ___

Are you able to work in a smoke-filled environment? Yes ___ No ___

If hired, can you present evidence of proof of your legal right to work in the United States? Yes ___ No ___

Have you ever been employed with the Ohiya Casino & Resort? Yes ___ No ___

Department: _____ Year? _____

VETERANS STATUS

Are you a Veteran? _____ Branch of Service: _____

Discharge Status: _____ Rank when discharged? _____

PHYSICAL/HEALTH HISTORY

List of physical limitations: _____

Are you taking any medications of any kind? _____

Are you physically capable of heavy manual work? _____

Date of last Physical: _____ Where? _____

Doctors Name & Address: _____

Have you ever been injured on the job? _____

Give nature & extent of injury? _____

Have you ever received workers compensation benefits? _____

EDUCATION

**You must at least be in the process of obtaining a GED before applying.
Check the highest grade completed.**

High School: 1 ___ 2 ___ 3 ___ 4 ___ Graduated? _____ Year _____

School & Address: _____

College/VOC: 1 ___ 2 ___ 3 ___ 4 ___ Graduated? _____ Year _____

School & Address: _____

Degree: _____ Major: _____

If in the process of a GED please explain: _____

OFFICE SKILLS. Please circle and answer (if applicable)

Typing Yes ___ No ___

Number of WPM _____

Calculator Yes ___ No ___

PC Experience Yes ___ No ___

Pointe of Sale Systems Yes ___ No ___

Word	OneNote
PowerPoint	Publisher
Excel	

If other please Explain: _____

SPECIAL SKILLS. List any special skills you have that may be relevant to the position you are applying for.

GENERAL INFORMATION

Are you a U.S. Citizen? Yes ___ No ___

*Pursuant to the immigration reform and control act of 1986, each applicant shall complete a Department of Homeland Security form I-9 along with application.

Have you ever been arrested? Yes ___ No ___

Explain: _____

Have you ever been convicted of a felony? Yes ___ No ___

Explain: _____

(If yes, refer to suitability document attached)

Have you ever been discharged from a former employer? Yes ___ No ___

Explain: _____

Why do you desire to work for the Ohiya Casino? _____

Do you have relatives working for the Ohiya Casino & Resort? Yes ___ No ___

How did you hear about us/referred by: _____

LICENSING INFORMATION

Have you ever filed an application for a gaming license? Yes ___ No ___

If so, where? _____ When? _____

Results/Recommendations from the Gaming Commission? Explain: _____

EMPLOYMENT HISTORY

Please list last three (3) employers and give accurate, complete information about any full-time or part-time employment, starting with your current or most recent job first - be sure to list all telephone numbers.

1.

Company Name: _____ Telephone #: _____

Address: _____

Supervisor's Name and Title: _____

Dates of Employment: Start: _____ End: _____ Salary/Wage: _____

State Position and Describe Your Duties:

Reason for Leaving: _____

2.

Company Name: _____ Telephone #: _____

Address: _____

Supervisor's Name and Title: _____

Dates of Employment: Start: _____ End: _____ Salary/Wage: _____

State Position and Describe Your Duties:

Reason for Leaving: _____

3.

Company Name: _____ Telephone #: _____

Address: _____

Supervisor's Name and Title: _____

Dates of Employment: Start: _____ End: _____ Salary/Wage: _____

State Position and Describe Your Duties:

Reason for Leaving: _____

REFERENCES

Please list three (3) references (with their phone numbers) that we may contact. **Please do not include relatives.**

1. _____
(Name of Reference) (Address) (Phone)

How do you know this person? _____
How many years/months known? _____

2. _____
(Name of Reference) (Address) (Phone)

How do you know this person? _____
How many years/months known? _____

3. _____
(Name of Reference) (Address) (Phone)

How do you know this person? _____
How many years/months known? _____



NOTICE TO APPLICANTS SUITABILITY DOCUMENT

Any decision to hire an applicant is dependent upon a Suitability Determination. Convictions must be disclosed on the application for employment. For your information, the following felony restrictions apply:

CONVICTION	INELIGIBLE DEPARTMENTS	INELIGIBLE TIME
ASSAULT-FELONY	All Departments	5 Years from date of conviction all departments. Beyond 5 years review on a case by case basis except Surveillance, Security, Drop/Count
BREAKING-ENTERING-BURGLARY	All Departments	Always
TRESPASSING	Surveillance, Security, Drop/count	Review on a case by case basis.
DISORDERLY CONDUCT	Surveillance, Security, Drop/Count	Review on a case by case basis.
DRUG OFFENSE-FELONY OR GROSS MISDEMEANOR	All Departments	5 Years from date of conviction all departments. Beyond 5 years review on a case by case basis except Surveillance, Security, Drop/Count
DRUG OFFENSE-MISDEMEANOR	Surveillance, Security, Drop/Count	Review on a case by case basis.
FAILURE TO PAY CHILD SUPPORT	Surveillance, Security, Drop/Count	Review on a case by case basis.
HOMICIDE	All Departments	Always
THEFT, GAMBLING, EMBEZZLEMENT, COUNTERFEIT, FORGERY, BRIBERY, ROBBERY, RECEIVING STOLEN PROPERTY, MOTOR VEHICLE THEFT	All Departments	Always
RETURNED CHECKS (NSF OR ACCOUNT CLOSED)-FELONY OR GROSS MISDEMEANOR	All Departments	5 Years from date of conviction all departments. Beyond 5 years review on a case by case basis except Surveillance, Security, Drop/Count
SEX OFFENSE-FELONY OR GROSS MISDEMEANOR	All Departments	5 Years, then reviewed case by case
DUI-FELONY OR GROSS MISDEMEANOR	Surveillance, Security, Drop/Count	5 Years from date of conviction. Beyond 5 years review on a case by case basis, except Valet

Please be sure your application is completed thoroughly answer all the questions – it is to your advantage. Applications are kept on file for 1 year. Suitability questions should be referred to the gaming commission (Robert Whipple).

I, certify that this information is accurate and complete. Giving incomplete or false information in an application for employment is a serious matter and is grounds for dismissal and forfeiture of related benefits. Laws and regulations applying to employment and hiring demand employer compliance, I hereby acknowledge that the Ohiya Casino may request to procure information regarding my character, general reputation, personal characteristics or mode of living. Information on the nature and scope of such inquiry, if one is made, will be available upon written request.

SIGNATURE

DATE

DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY

Date Received	_____	_____
Response Letter	_____	_____
Not Considered	_____	_____
Interview Date	_____	_____
Offered	_____	_____
Start Date	_____	_____
Employment Check	_____	_____
Termination Date	_____	_____
Transfer Date	_____	_____
If transfer, list department transferring to	_____	