

PORT MADISON ENTERPRISES

APPLICATION FOR EMPLOYMENT *(please print)*

Application must be completed in its entirety in order to be considered for employment

Please check: Suquamish Clearwater Casino Resort Retail Units Kiana Lodge Other _____

Name: _____ S.S. # _____
First Middle Last May be omitted, but will be required upon hire

Mailing Address: _____
Street/PO Box City State Zip

Home Phone: _____ Work Phone: _____
Area Code Area Code

Also known as: _____

Type of Work Desired

Desired Position: First Choice: _____ Second Choice: _____

Do you wish to work: Full Time Part Time On Call? If part time, please specify hours and/or days: _____

Do you wish to work: Day Night Weekend Holiday

What are your minimum salary requirements? _____ Date available for work: _____

Do you have physical limitations that would prevent you from performing the duties required of the position for which you are applying? Yes No If yes, please explain _____

Do you have any commitment to another employer that may affect your employment with us? Yes No

Do you have any past gaming experience? Yes No If yes, please describe _____

Do you have family members who are currently employed by PME? Yes No If yes, please list _____

Educational Data

SCHOOL	NAME, CITY & STATE FOR EACH SCHOOL LISTING	# OF YEARS COMPLETED	DEGREE, MAJOR OR TYPE OF COURSE
High School			
College			
Graduate School			
Technical, Trade or Business School			
Other			

Military Experience

Were you in the U.S. Armed Forces? Yes No If yes, what branch? _____

Date of duty: From _____ to _____ Rank at separation _____

Briefly describe your duties _____

Tribal Information

Are you an enrolled member of a federally-recognized tribe? Yes No If yes, please provide name of Tribe and enrollment number: _____

General Information

Are you legally authorized to work in the United States? Yes No Are you 18 years of age or older? Yes No

Are you 21 years of age or older? Yes No

Have you ever been convicted of, or charged with, a criminal offence as an adult or juvenile? Yes No If yes, give date, place and nature _____

Have you previously applied for employment here? Yes No

Have you previously been employed by this company or its departments? Yes No If yes, when? _____

Please include any information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, etc. _____

Professional Licenses and Certifications

LICENSES, CERTIFICATIONS	STATE ISSUED	LICENSE #	EXPIRATION DATE

Skills

Typing Speed? _____

Dictation Speed? _____

Dictaphone? _____

10-Key by sight? _____ By touch? _____

Multi-line phone? _____

Data Entry? _____

Filing? _____

First Aid/CPR? _____

Cashiering? _____

Bookkeeping/business math? _____

List type of computer hardware and software you have used: _____

Employment History

(List present or most recent employer first. Use additional paper if necessary)

A résumé is not a substitution for completing this application

May we contact these employers? Yes No

Employer _____ From mo/yr _____ To mo/yr _____

Address _____ Telephone _____

Your job title _____ Supervisor's Name _____

Your salary: Start _____ End _____ Duties _____

Reason for leaving _____

Employment verified _____ **By:** _____

Employer _____ From mo/yr _____ To mo/yr _____

Address _____ Telephone _____

Your job title _____ Supervisor's Name _____

Your salary: Start _____ End _____ Duties _____

Reason for leaving _____

Employment verified _____ **By:** _____

Employer _____ From mo/yr _____ To mo/yr _____

Address _____ Telephone _____

Your job title _____ Supervisor's Name _____

Your salary: Start _____ End _____ Duties _____

Reason for leaving _____

Employment verified _____ **By:** _____

Employer _____ From mo/yr _____ To mo/yr _____

Address _____ Telephone _____

Your job title _____ Supervisor's Name _____

Your salary: Start _____ End _____ Duties _____

Reason for leaving _____

Employment verified _____ **By:** _____

Employer _____ From mo/yr _____ To mo/yr _____

Address _____ Telephone _____

Your job title _____ Supervisor's Name _____

Your salary: Start _____ End _____ Duties _____

Reason for leaving _____

Employment verified _____ **By:** _____

References

(List the names of at least four people not related to you and not PME Employees whom you have known for at least one year.)

NAME AND ADDRESSES	OCCUPATION	PHONE NUMBER	YEARS KNOWN

In case of emergency, contact: _____
Name
Relationship
Phone

Port Madison Enterprises reserves the right to conduct pre-employment drug testing and background screening AGREEMENT

The above information is true and complete to the best of my knowledge. Should I be employed by Port Madison Enterprises, any misrepresentation or false statement contained in my application may be considered cause for possible dismissal. Port Madison Enterprises has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I hereby release all parties from any possible damages resulting from disclosing such information without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to Port Madison Enterprises.

I understand this application does not constitute an employment contract of any kind. Should I be employed by Port Madison Enterprises, I may resign such employment at any time at my discretion, with or without prior notice and Port Madison Enterprises may terminate my employment at any time at their discretion, with or without cause and with or without prior notice. I understand that alcohol/drug testing is a condition of employment and that I will be required to submit to and pass a test prior to being hired.

Signature of applicant _____ Date _____

I was referred by _____ PME Employee Name

TO BE COMPLETED BY HUMAN RESOURCES

Date/Time

Referred to: _____ Interview? Yes No _____

Referred to: _____ Interview? Yes No _____

Referred to: _____ Interview? Yes No _____

Hired? Yes No Date? _____ Badge # _____

HR Dept _____