



# Yavapai-Prescott Indian Tribe

## Important Applicant Information

*Tribal Business Office 530 E. Merritt St. Prescott, AZ 86301 Phone (928)445-8790 Fax (928)778-9445*

*Yavapai Gaming Agency 300 S. Heather Heights Prescott, AZ 86301 Phone (928)776-5695 Fax (928)771-6797*

*Yavapai Gaming Commission 305 S. Heather Heights Prescott, AZ 86301 Phone (928)515-6105 Fax (928)515-5416*

---

Thank you for your interest in employment with the Yavapai-Prescott Indian Tribe and its entities. Some points regarding completion of the employment application are particularly important to us. We want you to present yourself as effectively as possible, and to be able to process your application promptly. With that in mind:

- Please fill in all sections of the application completely. You are invited to attach a cover letter, resume, and letters of recommendation to the application; however we require that the application be completed entirely. As an example, please complete all elements of the employment history on the application...do not rely on entering the comment "See Resume".
- It is particularly important that addresses and telephone numbers be current, complete, and accurate in all cases. We rely heavily on these items to complete the preliminary investigation. If the information is unavailable, the application will not be processed.

The following is a brief summary of the basic steps we take in processing your application:

1. The completed application will be reviewed for completeness by the Personnel/Human Resources Department and other designated Managers, who will determine whether to interview the applicant. We do not automatically interview all applicants.
  - If no interview is planned, the application is placed in an active file for the position involved and held for a period of three months. These applications are reviewed at a later time, if and when additional openings for the position become available.
  - If an interview is planned, the applicant will be contacted by the Personnel/Human Resources Department, normally within one to two weeks after the position's announced close date.
2. Interviewees who are selected for employment are usually contacted within two to three days after their interview. Arrangements will then be made to complete all necessary paperwork to begin the background investigation. Many pre-hires will be required to complete an application packet for Arizona Department of Gaming Certification and/or a Tribal Gaming License depending on position offered. The fee for certification will be payable by the pre-hire depending on the position offered.
3. If you are selected for the position, a background investigation will be completed that includes, but is not limited to, verification of:
  - Employment History
  - Education
  - Personal References
  - Comprehensive Financial Background Check
  - Criminal/Civil Record (Fingerprints will be sent to the FBI)
  - Driving Record
  - Current Filed Federal and State Tax Returns

Thank you for your interest in the Yavapai-Prescott Indian Tribe! We appreciate it.

**RETAIN THIS SHEET FOR YOUR RECORDS**



# Yavapai-Prescott Indian Tribe

## Employment Application

Tribal Business Office 530 E. Merritt St. Prescott, AZ 86301 Phone (928)445-8790 Fax (928)778-9445

Yavapai Gaming Agency 300 S. Heather Heights Prescott, AZ 86301 Phone (928)776-5695 Fax (928)771-6797

Yavapai Gaming Commission 305 S. Heather Heights Prescott, AZ 86301 Phone (928)515-6105. Fax (928)515-5416

### INSTRUCTIONS

Answer all questions completely and legibly and sign the bottom of this application. **Resumes may not be submitted in lieu of the requested information, but may be attached.** Any omission, misstatement, or falsification may be cause for rejection of this application or discharge from employment. Applications must be received by the posted deadline whether submitted in person, mail or by fax.

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First MI  
Address \_\_\_\_\_  
Street City/State Zip  
Telephone \_\_\_\_\_  
Message Phone \_\_\_\_\_

### POSITION DESIRED

Tribal entity you are applying for:

Tribal Business Office  Yavapai Gaming Agency  Yavapai Gaming Commission

Position Applying For \_\_\_\_\_ Referred By \_\_\_\_\_

### TRIBAL PREFERENCE

Are you currently employed by the Yavapai-Prescott Indian Tribe?  Yes  No Position \_\_\_\_\_

If no, have you ever worked for the Yavapai-Prescott Indian Tribe?  Yes  No Position \_\_\_\_\_

Are you related to any employee that works for the Tribe?  Yes  No Relative's name \_\_\_\_\_

Are you an American Indian?  Yes  No Tribal Affiliation \_\_\_\_\_ Enrollment # \_\_\_\_\_

Preference in filling any non-grant / non-contract funded vacancies is given to enrolled Tribal Members of the Yavapai-Prescott Indian Tribe and to other qualified Indian candidates in accordance with the Indian Employment Preference Policy and Procedure. Documentation of Tribal enrollment required (Tribal Enrollment Card, Certificate of Indian Blood or Tribal Voter Registration Card).

### BACKGROUND

Have you ever been terminated or forced to resign from employment?  Yes  No

If yes, please explain the circumstances in the space provided (if needed, attach a separate page).

Have you ever been convicted of a crime other than minor traffic violations?  Yes  No

If yes, please explain in the space provided (if needed, attach a separate page). Note: Conviction is not necessarily a bar to employment. Each case is considered individually, based upon job requirements.

Note: Felony convictions may be grounds for denial of Gaming Certification and/or a Tribal Gaming License.

Are you legally authorized to work within the United States?  Yes  No All new hires will be required to submit verification of authorization to work within the United States in accordance with federal law.

Employment is contingent on passing a drug test.



Have a valid Driver's License?	Driver's License #	State	Expiration Date	Classification
<input type="checkbox"/> Yes <input type="checkbox"/> No				

**EDUCATION**

	Name of School	Address	Major	Degree Completed
<b>GED</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>High School</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>College</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Technical</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No

Professional Registration, License, and/or Certification	License Number (if applicable)	Date Received	Expiration Date (if applicable)

**PERSONAL REFERENCES**

Four people not related to you, whom you have known for at least three years	Address	Phone Number	Occupation

**ADDITIONAL INFORMATION**

List any specialized training you may have received that relates to this position (include number of hours and course content) \_\_\_\_\_

List any computer software training you have received \_\_\_\_\_

List any equipment you are able to operate that relates to this position \_\_\_\_\_



## EMPLOYMENT HISTORY

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include any experience prior to ten years ago that relates to this position. NOTE: Resumes may not be substituted for the requested information.

Position Title	Employment Dates (mo/yr) From	To
Employer	Phone Number	
Address	City	State Zip
Direct Supervisor	Number of Employees You Supervised	
Annual Salary	Hours Per Week	
Primary Job Duties		
Reason for leaving?		
Position Title	Employment Dates (mo/yr) From	To
Employer	Phone Number	
Address	City	State Zip
Direct Supervisor	Number of Employees You Supervised	
Annual Salary	Hours Per Week	
Primary Job Duties		
Reason for leaving?		
Position Title	Employment Dates (mo/yr) From	To
Employer	Phone Number	
Address	City	State Zip
Direct Supervisor	Number of Employees You Supervised	
Annual Salary	Hours Per Week	
Primary Job Duties		
Reason for leaving?		



Position Title	Employment Dates (mo/yr) From	To
Employer	Phone Number	
Address	City	State Zip
Direct Supervisor	Number of Employees You Supervised	
Annual Salary	Hours Per Week	
Primary Job Duties		
Reason for leaving?		

Position Title	Employment Dates (mo/yr) From	To
Employer	Phone Number	
Address	City	State Zip
Direct Supervisor	Number of Employees You Supervised	
Annual Salary	Hours Per Week	
Primary Job Duties		
Reason for leaving?		

### Applicant Certification

The Yavapai-Prescott Indian Tribe is an “at will” employer, which means employment is for an indefinite period of time. Either the employer or the employee is free to terminate the relationship at any time, and neither is required to give notice or provide a reason for withdrawing an employment offer or terminating employment.

If hired, I understand that any false information, willful or negligent misrepresentation, or failure to disclose any requested information may result in the Yavapai-Prescott Indian Tribe and its entities terminating my employment without notice.

I further understand that employment is contingent upon the results of a drug test and an extensive background check, as required for the position. I understand that the background check may include, but is not limited to:

- Employment History
- Education
- Personal References
- Comprehensive Financial Background Check
- Criminal/Civil Record (Fingerprints will be sent to the FBI)
- Driving Record
- Current Filed Personal Federal and State Tax Returns

I understand that this position may require an Arizona Department of Gaming Certification and/or a Tribal Gaming License. The fee for certification is payable by the pre-hire depending on position offered. There may be a delay in employment of up to four to six weeks to allow the time to apply for and obtain a Certification/license. I further understand that employment may be denied if the Certification/license is not issued.

I also understand that being insurable under the Tribe’s auto insurance carrier may be a requirement for this position.

I understand that preference in filling any non-grant / non-contract funded vacancies is given to enrolled Tribal Members of the Yavapai-Prescott Indian Tribe and to other qualified Indian candidates in accordance with the Indian Employment Preference Policy and Procedure.

I acknowledge by my signature below that I have read and understand these statements and the information I provided is accurate and true.

Name (Print) \_\_\_\_\_  
Last First MI

Signature \_\_\_\_\_ Date \_\_\_\_\_