

Bay Mills Indian Community
Human Resources Department
12124 W. Lakeshore Drive, Brimley, MI 49715
Email: HR@baymills.org
Phone: (906) 248-8500 / Fax: (906) 248-3876

APPLICATION FOR EMPLOYMENT

Federal law requires that all applications be considered without regard to race, religion, color, sex, age, national origin, or any other legally protected status. The Bay Mills Indian Community is an equal opportunity employer, subject to the provision of P.L. 93-638\Indian Preference Act.

Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the employer's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Applications must be completed to its **entirety** or they will not be accepted.

Positions applied for:			Date:
Full Legal Name:	Last Name	First Name	Middle Name
Maiden Name\Alias or other name(s) used in any and all other records of birth or records of residence:			
Address		City	State\Province Zip\Postal Code
Phone ()		How long have you resided in this state\province?	
Driver's License Number	State	Date of Birth	Social Security Number
Email Address:			
For Preference purposes, are you a member of a federally recognized Indian Tribe? Yes <input type="checkbox"/> No <input type="checkbox"/> Please circle one:			
1. Bay Mills Member <input type="checkbox"/> 2. Spouse\Parent of a BM Member <input type="checkbox"/> 3. Native American <input type="checkbox"/> 4. Other <input type="checkbox"/>			
May be required to provide documentation upon employment.			
Are you available: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On-Call <input type="checkbox"/> Temporary <input type="checkbox"/>			
First Shift (Days): <input type="checkbox"/> Second Shift (Afternoon\Evenings): <input type="checkbox"/> Third Shift (Midnights): <input type="checkbox"/>			
Have you ever been employed at any Bay Mills Entities?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If presently employed, may we contact your employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you on a lay-off, subject to recall?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Can you travel reliably to the job site?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Can you travel as the job may require?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you willing to attend job-related training?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Have you ever been charged or convicted of any crimes or had civil actions taken against you? YES NO

If yes, charges: _____

Date: _____

Disposition: _____

Are there **any criminal** charges or **civil actions** pending against you? YES NO

If so, what? _____

Are you prevented from lawfully becoming employed in the USA because of visa or immigration status?
YES NO

To aid in determining gaming license eligibility, have you resided outside the United States?
YES NO

If yes, please list provinces _____

Can you perform the essential functions of the job for which you applied, with or without accommodation?
YES NO

EMPLOYMENT HISTORY

List former employers, beginning with the most recent:

Employer		Duties performed	
Address			
Phone #		From	To
Job Title	Supervisor	Reason for leaving	

Employer		Duties performed	
Address			
Phone #		From	To
Job Title	Supervisor	Reason for leaving	

Employer		Duties performed	
Address			
Phone #		From	To
Job Title	Supervisor	Reason for leaving	

AFFILIATIONS

List any professional office, trade, business, or civic activities\positions held:

EDUCATION

High Schools\GED program:

Year of graduation?

Do you have diploma\GED?

YES NO

If not, highest grade complete

Describe course of study, specialized training, apprenticeship, extracurricular activities, or honors here:

College\University

Year of graduation?

Do you have a degree?

Certificate Associate's
 Bachelor's Master's

If not, years complete

Describe course of study, specialized training, apprenticeship, extracurricular activities, or honors here:

College\University

Year of graduation?

Do you have a degree?

Certificate Associate's
 Bachelor's Master's

If not, years complete

Describe course of study, specialized training, apprenticeship, extracurricular activities, or honors here:

CERTIFICATION

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this is an application and NOT intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given on my application or interview may result in dismissal. I also understand that I am to abide by the Bay Mills Indian Community Personnel Policies and Procedures and all other relevant regulations.

Applicant Signature

Date

BAY MILLS INDIAN COMMUNITY

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RELEASE OF INFORMATION PERMISSION WAIVER

I, _____, have applied for employment with the Bay Mills Indian Community and have listed your company as a work reference. I give you permission to release the following personal information. Further, I allow Bay Mills Human Resources to conduct a criminal background investigation, if necessary to the job applied for. Please consider this form valid if original or photocopy. I will not hold Bay Mills Indian Community or any other company listed below liable for the results of this reference check.

Applicant Signature

SSNumber

Date

EMPLOYER: COMPLETE THIS PORTION

Applicant Name _____ Company Name _____

Supervisor Name & Title _____

Applicants last job held while at your company: _____

Dates of employment _____ to _____

Reason for leaving: _____

Would you rehire this individual? YES NO If no, why _____

Using this rating scale, please rate the applicant:

1=Poor 2=Needs Improvement 3=Average 4=Good 5=Outstanding

HONESTY 1 2 3 4 5 QUALITY OF WORK 1 2 3 4 5

ATTENDANCE 1 2 3 4 5 CUSTOMER SERVICE 1 2 3 4 5

TEAMWORK 1 2 3 4 5 JOB KNOWLEDGE 1 2 3 4 5

Comments: _____

Signature

Date