



## YAVAPAI-PRESCOTT INDIAN TRIBE

### *Yavapai Gaming Agency*

# Welcome to Job Applicants

Thank you for your interest in the Yavapai Gaming Agency (YGA). Below are some points that will assist you and the YGA to process your application promptly and efficiently.

- ☑ Please fill in all sections of the application completely. You are invited to attach a resume and letters of recommendation to the application; **however, we require that the application be completed entirely.**
- ☑ It's particularly important that addresses and telephone numbers be current, complete and accurate in all cases. We rely on these items to contact you for interviews or further information that may be needed.

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You may bring your application to the YGA Administration building at 300 South Heather Heights, Prescott, AZ, or fax it to (928) 771-6797.

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

- (1) When your application is brought to the YGA Office, the Casino Receptionist or a member of the YGA Office Staff will review it for completeness.
- (2) The Human Resources (HR) Manager and other designated Managers will review the application. **We do not automatically interview all applicants.**
  - If no interview is planned, the application is placed in an active file and will be held for a period of three (3) months. These applications are reviewed, if and when, additional openings for the position become available.
  - If an interview is planned, a Human Resources representative will contact the applicant, normally within one (1) week after the closing date.
- (3) Interviewees who are selected for employment are normally contacted within two (2) days after their interview. Interviewees that are not selected will be notified by mail. Arrangements will then be made to complete the necessary HR paperwork and receive the application packet for Arizona Department of Gaming Certification/Tribal License.
- (4) A preliminary background investigation will be completed. The preliminary background investigation includes, but is not limited to, verification of:
  - ✓ Employment history.
  - ✓ Personal references.
  - ✓ Consumer credit rating/financial questionnaire.
  - ✓ Criminal/civil record. Any felony conviction is an automatic disqualifier.
  - ✓ Driving record.
  - ✓ Personal federal and state tax returns filed on a current basis, including tax lien/bankruptcy records.

**Areas of concern will not automatically disqualify an applicant.**

**Again, thank you for your interest in the Yavapai Gaming Agency! We appreciate it.**

**If you have any questions, please contact HR at (928) 771-6749.**

***PLEASE REMOVE THIS SHEET FROM THE APPLICATION AND RETAIN FOR YOUR RECORDS.***



# EMPLOYMENT APPLICATION

**Yavapai Gaming Agency**  
**Yavapai-Prescott Indian Tribe**  
 PO Box 10190  
 Prescott AZ 86304

**Applicant must be at least 18 years of age.**

Preference in filling vacancies is given to enrolled tribal members of the Yavapai-Prescott Indian Tribe and to other qualified Indian candidates in accordance with the Indian Preference Act (Title 25 U.S. code, Sections 472 and 473). The Yavapai-Prescott Indian Tribe is also committed to achieving full and equal opportunity without discrimination of race, religion, color, sex, national origin, politics, marital status, physical handicap, or age. In other than the above, the Yavapai-Prescott Indian Tribe is an equal opportunity employer.

Are you an American Indian?	Tribal Affiliation:	Enrollment Number:
Yes [ ] No [ ]		

**POSITION APPLYING FOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Applicant Name (Last, First, MI)	Email Address	Home Phone	Other/Message Phone
		( )	( )
Mailing Address (Include City, State, Zip)	Have you ever been discharged from employment?		Have you been convicted of a felony?
	Yes [ ] No [ ] If yes, please explain.		Yes [ ] No [ ] If yes, please explain.

**Work History** (Please begin with most recent)

Employer	Employer's Address & Telephone Number (Street, City, State, Zip Code)	Position Held	Reason for Leaving	From Month/Year	To Month/Year

Employer	Employer's Address & Telephone Number (Street, City, State, Zip Code)	Position Held	Reason for Leaving	From Month /Year	To Month/Year

Do you have a High School diploma or GED? YES [ ] NO [ ]

Name and Address of School(s)	Degree or Area of Study	Number of Years Completed

Please list below any training certificates or special skills:  
(Attach a separate sheet if necessary)

Please add any comments below which you feel will enhance your application:  
(Attach a separate sheet if necessary)


I certify that all statements made by me in this document are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any intentional falsification of this or other Yavapai Gaming Agency forms may be grounds for disqualification.

I authorize and grant my consent to permit any Law Enforcement Agency and any other person, business, or agency deemed necessary to release any information to the Yavapai Gaming Agency or to a designated representative thereof.

**I UNDERSTAND THAT EMPLOYMENT WITH THE TRIBE IS CONTINGENT UPON OBTAINING STATE GAMING AGENCY CERTIFICATION *AND/OR* A TRIBAL CERTIFICATION, AND IS PAYABLE BY THE EMPLOYEE.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_