



APPLICATION FOR EMPLOYMENT

All hiring and promotions within Waséyabek Development Company (WDC) shall include preference criteria, which will create employment opportunities and paths for promotions & training. This will increase management opportunities for qualified applicants and/or qualified employees who are Nottawaseppi Huron Band of the Potawatomi (NHBP) Tribal members, parents or spouses of NHBP Tribal members and enrolled members of other federally recognized Tribes. With this as an exception WDC is an equal opportunity employer and does not discriminate against any qualified applicants on the basis of genetics, age, race, color, gender, national origin, religion, pregnancy, handicap, or disability, veterans or veteran status.

This application for employment is active only during the recruitment period. Consideration for employment after this position is filled requires a new application.

Tribal Members of NHBP, parents or spouses of a NHBP Tribal Members or enrolled Members of other Federally Recognized Tribes which are preference candidates for employment, will only be considered “applicants for employment” if they can successfully perform each of the essential job duties and functions for the position and meet the minimum qualifications for the job in which they have applied. A description of the essential job duties and minimum qualifications can be found on the specific job description. To be considered a candidate, the applicant must maintain up-to-date contact information.

Date: _____

Position desired: _____ Salary desired: _____

Date you can begin: _____

Applicant Information

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Phone Number(s): _____
Home Work Cell

Email: _____

How did you hear about this position?

Tribal Preference (proof required)

- Tier I (NHBP Tribal Member) Tribal Enrollment # _____
- Tier II (Spouse/Parent of NHBP Tribal Member) Spouse/Child Tribal Enrollment # _____
- Tier III (Member of other Federally Recognized Tribe)—Tribal Enrollment # _____
Tribal Affiliation: _____
- Other (Non-native)

Education

	Name of Institution	City/State	Degree/Certification Obtained & Date
High School			
College/University			
Specialized Training, Trade School, etc.			
Other Education			

Special Skills and Qualifications

Please list any special training, licensing, skills, certifications or other areas of high proficiency or experience that may relate or contribute to your abilities to perform the position being applied for?

What computer and software skills, qualifications or certifications do you possess that may relate or contribute to your abilities in performing the position being applied for?

Do you belong to any professional, trade, business or civic organization that relates to the position being applied for? If yes, please explain and list any offices held: (Omit any organization which reflects your race, color, religion, age, sex, marital status, disabilities or other characteristics protected by law.)

Yes No

Military Service

Have you ever served in the Military? Yes No

Branch: _____ from _____ to _____

Rank at Discharge: _____ Discharge Type: _____

If other than honorable discharge, please explain: _____

Employment History

Please list employment chronologically, starting with the most recent (attach additional sheets if needed).

Dates Employed: _____ Position/Title: _____

Company: _____ Location: _____

Starting Salary: _____ Ending Salary: _____

Essential Job Duties: _____

Reason for Leaving: _____

Dates Employed: _____ Position/Title: _____

Company: _____ Location: _____

Starting Salary: _____ Ending Salary: _____

Essential Job Duties: _____

Reason for Leaving: _____

Dates Employed: _____ Position/Title: _____

Company: _____ Location: _____

Starting Salary: _____ Ending Salary: _____

Essential Job Duties: _____

Reason for Leaving: _____

Have you ever been employed or attended a school using any other name than the one indicated on this application? Yes No If yes, please indicate “names” previously used and at which employer/school.

Have you applied for a job with Waséyabek Development Company, LLC; Skasgé Power, LLC; Nottawaseppi Huron Band of the Potawatomi; or Firekeepers Casino Hotel before? If yes, what organization, position and when? Yes No

Are you currently employed with Waséyabek Development Company, LLC; Skasgé Power, LLC; Nottawaseppi Huron Band of the Potawatomi; or Firekeepers Casino Hotel? If yes, what organization and what position do you hold? Yes No

Are you currently employed elsewhere right now? If yes, why are you considering leaving? If no, why are you considering employment with this organization? Yes No

Were there any job-related disciplinary actions during your time as an employee with any of your previous employers? If yes, what employer, nature of the discipline and resolution? Yes No

Please list any special recognition or awards, etc. that you have received throughout your employment history.

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you able to perform each of the Essential Job Duties and responsibilities as outlined in the job description with or without reasonable accommodation? Yes No If "No", please explain:

Do you have any employment restrictions resulting from a non-compete or confidentiality agreement? Yes No If yes, please explain:

Have you been convicted of (or entered a plea of guilty or no contest to) a felony [felonies are defined as criminal offenses with maximum penalties greater than one year in prison? If yes, please explain, and provide the information regarding the offense, date, jurisdiction (state/tribe), and sentence received: (A conviction or guilty/no contest plea will not necessarily result in the denial of employment), rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered). Yes No

Have you been convicted of (or entered a plea of guilty or no contest to) any misdemeanor crimes involving theft or fraud? If yes, please explain, and provide the information regarding the offense, date, jurisdiction (state/tribe), and sentence received: (A conviction or guilty/no contest plea will not necessarily result in the denial of employment), rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered). Yes No

Have you been convicted of (or entered a plea of guilty or no contest to) any misdemeanor crimes involving violence against persons (i.e. assault & battery) or any sex offense? If yes, please explain, and provide the information regarding the offense, date, jurisdiction (state/tribe), and sentence received: (A conviction or guilty/no contest plea will not necessarily result in the denial of employment), rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered). Yes No

References

Professional Reference:

Name: _____ Title: _____

Phone Number: _____ Relationship: _____

Employer Name/Location: _____

Professional Reference:

Name: _____ Title: _____

Phone Number: _____ Relationship: _____

Employer Name/Location: _____

Personal Reference:

Name: _____ Time known: _____

Phone Number: _____ Relationship: _____

Address: _____

Disclaimer & Signature

I certify that the answers given herein are true and complete to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that if I fail to answer any question, or if I give misleading or incomplete answers to any question, that alone is sufficient basis for my being disqualified as a candidate for employment with Waséyabek Development Company (WDC). If I am hired prior to disclosure of such behavior, that alone is sufficient basis for my immediate termination. _____
(Initials)

I understand that completion of this Application for Employment does not guarantee that I will be employed by WDC. I understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

(Initials)

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with WDC is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing by the CEO and Board of Directors of WDC.

_____ (Initials)

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the WDC. _____ (Initials)

I understand that the WDC requires the successful completion of a urinalysis for drug testing purposes and/or a breath alcohol test as a condition of employment. By submitting this Application for Employment, I hereby consent to the urinalysis, breath test or both of said tests, at the WDC’s discretion. _____ (Initials)

I understand that an investigative consumer report (credit report) may be prepared whereby information is obtained through personal interviews with my neighbors, friends, or other acquaintances. I authorize WDC to contact listed references, former employers, and any others with whom WDC desires to check. I understand that WDC may contact my current or former employers to verify my work history and I consent to the release of records maintained by my current/former employers including records of disciplinary actions taken against me and/or records describing the outcome of any employee grievance(s) or complaint(s) filed against me. _____ (Initials)

I understand that a National and/or State criminal check may be conducted by a third party and that my age and date of any felony conviction, seriousness and nature of the crime, and rehabilitation will be considered in determining my employability. _____ (Initials)

I understand that if I am considered for a position where I am required to drive, I will be required to have and maintain a satisfactory driving record as a condition of my employment. I agree to allow WDC access to my driving record prior to my potential hire. If I am hired I give WDC the right to check my record periodically thereafter. I further agree to report any license suspensions, serious accidents or offenses, or any other conditions to my supervisor immediately that may affect my ability to drive, after I am hired. If required by the position, I agree to obtain a Driver’s license prior to hire if I do not already have one. _____ (Initials)

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could affect adversely on the WDC. I understand this decision is to rest with the WDC. If employed, I agree to hold in strictest confidence any information concerning the WDC, its Insured, and its Agents which may come to my knowledge. _____ (Initials)

Applicant’s Signature: _____ Date: _____