



Company: \_\_\_\_\_

**APPLICANT INFORMATION**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Permanent Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone: (\_\_\_\_) \_\_\_\_\_

Are you 18 years or older? Yes  No

If hired, can you present evidence of your legal right to work in the United States? Yes  No

*(The immigration Reform & Control Act of 1986 requires you to furnish proof of your employment authorization and identity before you can begin work.)*

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes  No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Date You Can Start: \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

Are You Employed Now? Yes  No

If Yes, May We Inquire Of Your Present Employer? Yes  No

Ever Applied To

This Company Before? Yes  No  Where? \_\_\_\_\_ When? \_\_\_\_/\_\_\_\_/\_\_\_\_

Referred By: \_\_\_\_\_

Education	High School	Business School	University	Graduate
School Name				
Location				
Years Completed				
Diploma/Degree				
Major/Subject				
List Any Vocational Schools Attended				
List any professional or vocational certifications, licenses, or registrations that you currently hold or have held in the past				
Describe any specialized training, apprenticeship skills, extracurricular activities, honors, scholarships, appointments, awards, or special recognition that you have received				

References: List three additional business/professional references who have known you for at least a year

Name	Business	Telephone Number
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## SKILLS/EXPERIENCE – CLERICAL

Please list the skills that you are proficient in below. Please note that some or all of the skills listed may be verified via standardized testing. Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, certifications, professional memberships, training, hobbies, etc. List software skills, book keeping & accounting skills, management skills, retail and or sales skills, etc...

**PLEASE CHECK THE APPROPRIATE BOX OR BOXES YOU HAVE SKILLS IN. INDICATE A SKILL LEVEL OF 1-3. IF NONE, LEAVE BLANK. ADD ANY COMMENTS IF IT WILL HELP US GET YOU A JOB.**

OFFICE RELATED WORK					
POSITIONS	Level	POSITIONS	Level	COMPUTER	Level
Administrative Assist.		File Clerk		Windows OS	
HR Clerk		Mail Clerk		MS Word	
HR Generalist		Ship/Rec. Clerk		MS Word DOS	
Receptionist				WordPerfect	
Phone & # Lines		Typing (words per minute		MS Excel	
Secretary		Dictation / Shorthand		QuickBooks	
Legal Secretary		10 Key -Sight		Powerpoint	
Personal Assistant		10 Key – Touch		Acess	
Book Keeper		Bus. Letter/Correspondence		Email	
Auditing				Internet	
Office Manager		Data Entry Clerk		Desktop Publishing	
Payroll Clerk		Entry 7,000 -10,000		ABRA	
AR/AP Clerk		Entry 10,000 +		Graphic Designer	
Bank Reconciliation					
Controller		Sales			
CPA		Promotions/Spec. Event			
Credit & Collections		<b>HOTEL</b>		<b>LANGUAGE</b>	
Financial Statements		Badge Typist		Binlingual	
Payroll Clerk		Booth Attendant		English	
Payroll # Employees		Busperson		French	
Loan Processor		Cage Cashier		German	
Mortgage/Loans		Cashier		Italian	
Teller		Changeperson		Spanish	
Customer Service		Dealer			
Demo/Promotions		Food Server			
Outside Sales		Front Desk		<b>SHIFTS AVAILABLE</b>	
AutoCad Version:		Hard Count		1 st ( 8-5 )	
Help Desk		Host/Hostess		2 <sup>nd</sup> ( 7-3)	
LAN Administration		Registration Clerk		3 <sup>rd</sup> ( )	
Network		Reservations			
Network Analyst		Slot Tech			
Tech Support I					
Tech Support II		Chef/Prep Cook			
Webmaster		Waiter/Waitress			
		Bartender			
		Dishwasher			
<b>ANY OTHER SKILLS/EXPERIENCE:</b>					



### Employment History

Company Name	Address	Phone	Position Held	Pay Rate/Per
Type of Business	Supervisor Name	Reason For Leaving		From: To:
Duties and Achievements				
Type of Business	Supervisor Name	Reason For Leaving		From: To:
Duties and Achievements				
Type of Business	Supervisor Name	Reason For Leaving		From: To:
Duties and Achievements				
Availability: Full-Time   Part-Time   Weekends Only   Short Term				How did you hear about us?
Shifts: Days   Swing   Graveyard   Temp   Temp-to-hire				

**I hereby affirm:** The information in this application is true and accurate. If any of the following turns out to be false or misleading, Mainstay Business Solutions may dismiss me immediately in its sole discretion. If hired, I agree to provide documentation authorizing me to work in the United States. I authorize Mainstay Business Solutions to contact my worksite company for relevant information about me; and I authorize Mainstay Business Solutions to release the information herein, as reasonably required, to any client of Mainstay Business Solutions, or insurance company; and I authorize Mainstay Business Solutions to give future prospective employers relevant information about my employment, if so requested. I understand my employment may be conditioned upon my passing a physical examination, and/or a drug and alcohol test, and if hired, I agree to be subject to alcohol and drug testing for my safety and the safety of others; and in connection with any job-related injuries, as Mainstay Business Solutions deems necessary. I understand and agree that the terms and conditions set forth in the Mainstay Business Solutions policy manual(s), including those entitled "Harassment"; and others are incorporated herein and are a part of my employment, and that I have had the opportunity to review the Polices, and fully understand and agree to them.

Mainstay Business Solutions will manage your payroll, benefits administration and other areas. Since Mainstay Business Solutions is a tribally owned staffing company, it is a sovereign entity, which means that not all state and federal laws regarding employment are necessarily applicable. You are under no obligation to accept employment on these, or any other terms; and you are free to further investigate your rights, and any applicable laws at your own expense and on your own time. Please understand, however, that recognition and acceptance of the sovereign status of Mainstay Business Solutions is essential to your employment, and no services may be performed, and no wages paid unless and until you have indicated your understanding of and agreement to the foregoing matters by signing below.

As an employee of the Blue Lake Indian Tribe (the "Tribe"), I consent to the exclusive jurisdiction of the Tribe's Grievance Process and the Tribal Court for any and all disputes in connection with my employment with the Tribe. I also consent to the application of the Tribe's Law, both substantive and procedural regarding any and all proceedings, and all matters relating to my employment relationship with the Tribe.

Print Name: _____ Signature: _____ Date: ____/____/____ <p style="text-align: center;"><b>**Attention worksite supervisor – complete below this line**</b></p>
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Interviewed By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Reporting to Work: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hired: Yes  No  Position: \_\_\_\_\_ Dept: \_\_\_\_\_

Salary/Wage: \_\_\_\_\_ Occupational Code: \_\_\_\_\_