

EMPLOYMENT EXPERIENCE

(Start with your present or last job. Include Military service assignments & volunteer activities. Please include Street, City, State & Zip Code)

Name of Company and Address (If current employer, may we contact?) <input type="radio"/> Yes <input type="radio"/> No	Telephone ()	Supervisor Name
What Did You Do?	Dates Worked From To	Last Salary/ Wage \$ <input type="radio"/> Hourly <input type="radio"/> Annually
Why Did You Leave?	FORTUNE BAY USE ONLY →	VERIFICATION & DATE

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REFERENCES

(Please include Street, City, State & Zip Code. DO NOT include family members or significant others.)

Name & Address	Telephone	Years Known
	Area Code ()	
	Area Code ()	
	Area Code ()	

Describe any Specialized Training, Skills, Apprenticeship, Extra-Curricular Activities: _____

State any additional information you feel may be helpful to us in considering your application: _____

Name, Phone Number and Address of Person(s) to be notified in an emergency: _____

SIGNATURE, CERTIFICATION, & INFORMATION RELEASE

- I understand that acceptance of employment does not create a contractual obligation upon the employer and that this employment relationship is considered “at will”. This means that you are not required or guaranteed to work for the company for a set period of time and that you are free to terminate your employment at any time and for any reason with or without notice or progressive discipline. The Company is also free to terminate your employment at any time and for any reason with or without notice or progressive discipline.
- I certify that the answers given herein are true and complete to the best of my knowledge and also understand that false or misleading information upon this application will result in my disqualification or discharge from employment.
- I authorize investigation of all statements and references contained in this application for employment as deemed necessary and further grant any former employer and/or government agency to release confidential information about me to Bois Forte Enterprise. This release is valid for one (1) year after the date of my signature hereon. A photocopy of this release shall be as valid as the original.

Date _____

Signature of Applicant _____

BOIS FORTE ENTERPRISES JOB SUMMARIES

FORTUNE BAY RESORT

FOOD AND BEVERAGE:

- **Banquet Wait Staff:** Banquet Wait Staff serves or assists diners to serve themselves at buffet or smorgasbord table; replenishes supplies of food and tableware; carries trays of food to individual tables for diners.
- **Banquet Set Up Personnel:** Prepares and serves food and refreshments at social affairs; arranges tables and decorations; prepares hors d'oeuvres, fancy and plain sandwiches, and salads; serves food and beverages to guests; assists in cleaning banquet room.
- ***Bartender:** The Bartender mixes and serves alcoholic and non-alcoholic drinks to patrons of the lounge following established recipes; washes glasses.
- **Cocktail Server:** The Cocktail Server serves beverages to casino patrons seated at gaming machines, blackjack tables, or cocktail lounge; may request identification from customers when their legal age is questionable.
- **Concessions/Deli Chef:** The Concessions/Deli Chef is responsible for all food preparation for the Deli including safe and proper handling of food products, while maintaining a clean and safe work environment to provide a pleasant dining experience for our guests.
- **Concessions/Deli Runner:** Prepares and serves food and refreshments to customers in Bingo area, totals bills and accepts payment; serves customers at the Deli Counter.
- **Cook/Chef:** The Cook/Chef is responsible for administering the complete operation of all aspects of the kitchen, emphasizing outstanding service, outstanding product quality and a high standard of sanitation, while meeting all food costs and payroll objectives.
- **Dish Washer:** Performs a variety of duties to maintain kitchen work areas and restaurant equipment and utensils in clean orderly condition; transfers supplies and equipment between storage and work areas; assist in set up and clean up of banquet tables.
- **Dining Room Host/Hostess:** The Dining Room Host/Hostess is responsible for greeting and seating of customers, cashiering, coordinating/assisting wait staff with table service; maintains dining room cleanliness and set up to ensure customer satisfaction.
- **Dining Room Wait Staff:** Greet guests and escorts them to tables; presents menu to customers; takes orders and presents to kitchen; serves meals and beverages; totals bill and accepts payment or refers to cashier; clears and resets counters or tables.
- **Dining Room Bus Person:** Performs a wide variety of duties to maintain kitchen work areas and restaurant equipment and utensils in clean an orderly condition; sets dining tables with clean dishes, utensils, linen.

HOUSEKEEPING:

- **Housekeeper:** Housekeepers are responsible for providing for a high standard of cleanliness in guest rooms, ensuring the safety and comfort throughout the facilities, by prioritizing duties and maintaining daily check lists.
- **Lobby Worker:** Performs a variety of duties to maintain hotel premises in clean and orderly manner. Arranges decorations, apparatus, or furniture for banquets and social functions.
- **Laundry Worker:** The Laundry Worker is responsible for maintaining sheets, blankets, and other linen used in guests' rooms; sorts articles according to identification numbers or type; folds and places item in proper storage areas.

GUEST SERVICES:

- **Reservations Clerk:** The Reservations Clerk is responsible for greeting, registering, and assigning rooms to guests; keeps records of room availability and guests' accounts; computes bills; collects payment; makes change for guests; makes and confirms reservations.
- **Guest Services Representative:** The Guest Services Representative is responsible for accurately registering and checking out guests; maintaining guest accounts and dispensing information about Fortune Bay and the community; always making the guest feel welcome by creating an atmosphere of service and hospitality with ah high level of professionalism.
- **Guest Services Hostess:** To supervise Reservations, PBX Operator, Guest Services Coordinator and Bellstaff personnel; accountable for all information coming from the Front Office, including reservations, room assignments/availability, weekly forecasting of future business and Housekeeping reports.
- **Bellman/Porter:** The Bellman is responsible for prompt and courteous service for all hotel guests; escorting incoming hotel guests to rooms; assists with hand luggage; inspects guest's room to ensure furnishings are in order and supplies are adequate.

FORTUNE BAY CASINO

*BINGO:

- **Bingo Cashier:** The Bingo Cashier provides support by managing all bingo paper and other bingo paraphernalia to accomplish the goals of the department and organization.
- **Bingo Caller:** The Bingo Caller provides Quality Guest Service through program description, calling numbers and acknowledging winner to accomplish the goals of the organization.
- **Floor Clerk:** The Floor Clerk provides Quality Guest Service through direct sales of extra special games to accomplish the goals of the organization.
- **Pulltab Attendant:** The Pulltab Attendant provides Quality Guest Service through the sales of pulltab games to accomplish the goals of the department and organization.

NAME:

POSITION APPLIED FOR:

DATE RECEIVED:

FORTUNE BAY CASINO (continued)

*BLACKJACK:

- **Blackjack Dealer:** The Blackjack Dealer will provide prompt, courteous, and accurate dealing to all customers while following all casino blackjack procedures and policies.
- **Pit Boss:** The Blackjack Pit Boss will provide prompt, courteous, and Quality Guest Service to all blackjack customers while supervising all activity in the blackjack pit concerning the game of blackjack, and all blackjack personnel to ensure compliance with organizational policies and objectives.

*POKER:

- **Poker Dealer:** The Poker Dealer will provide prompt, courteous, and accurate dealing while providing quality guest services to all customers while following all casino and poker procedures and policies.
- **Brush:** The Poker Brush will provide prompt, courteous and quality guest services to all poker customers while supervising all activity in the poker room concerning the game of poker, and all poker personnel to ensure compliance with organizational policies and objectives.

****All Blackjack and Poker personnel are selected through an In-house hiring process.**

*GUEST SERVICES:

- **Guest Services Representative:** The Guest Services Representative is directly responsible for all phases of Quality Guest Services at the front desk that meets the needs of our guests and employees.
- **Lead Valet Attendant/Van Driver:** The Lead Valet Attendant is directly responsible for all phases of Quality Guest Services in the valet component of the Guest Services Department.
- **Valet Attendant:** The Valet Attendant is directly responsible for all phases of parking which meets the needs of our guests.

JANITORIAL TECHNICIANS:

- **Lead Janitorial Technician:** The Lead Person will assist the Housekeeping Manger in providing for a comfortable, safe and clean environment throughout the facility, overseeing and coordinating Housekeeping personnel, and ensuring Quality Guest Service.
- **Line Personnel:** Housekeeping Line Personnel are responsible for providing for a high standard of cleanliness, safety and comfort throughout the facilities, by prioritizing duties and maintaining daily check lists.
- **Machine Personnel:** Housekeeping Machine Personnel for all machine upkeep are responsible for providing a daily high standard of cleanliness to ensure attractive quality appearance of machines for the customer, while adhering to organizational policies and procedures.

*INVENTORY CONTROL (VAULT):

- **Vault Clerk:** A Vault Clerk is responsible for the flow of and documentation of moneys and other cash equivalent documents through the vault to support daily gaming activities.
- **Cage Cashier:** A Cage Cashier is responsible for ensuring each customer receives a high level of quality guest service by being available to provide timely and accurate services.
- **Drop Team:** Drop Team Members are responsible for the collecting and counting of casino funds to provide revenue numbers and replenish inventory levels.

MAINTENANCE:

- **Maintenance Apprentice:** The Maintenance Apprentice is responsible for carrying out assignments given by the Maintenance Supervisor to ensure a clean and safe environment for employees and guests.
- **Maintenance Technician I, II, III:** The Maintenance Technicians are directly responsible for carrying out assignments given by the Maintenance Supervisor; to represent the Supervisor when the Supervisor is absent and to maintain a clean, comfortable, and safe environment for both employees and customers.

*RETAIL:

- **Gift Shop Cashier:** The Gift Shop Cashier provides Quality Guest Service through sales of Gift Shop items to accomplish the goals of the Gift Shop and Fortune Bay.

*SECURITY:

- **Security Guard:** The Security Guard, through observation, patrol, and customer/employee relations, provides and maintains a safe environment for customers and employees; prevents loss of profit due to fire, theft, vandalism, embezzlement, and other forms of crime.

*SLOT DEPARTMENT:

- **Change Runner:** The Change Runner is responsible for ensuring each customer receives a high level of Quality Guest Service by; being available to answer customer inquiries; providing timely and accurate delivery of coin; maintaining a clean/safe environment for our guests' entertainment.
- **Slot Technician:** The Slot Technician is responsible for ensuring each customer receives a high level of Quality Guest Service by; being available to answer customer inquiries; facilitating jackpot/fills, and machine repairs in timely manner; maintaining a clean and safe environment.

*SURVEILLIANCE:

- **Operator:** The Surveillance Operator, through the use of closed circuit television, watches, investigates and reports on customer and employee activities to protect company assets; assists in providing safety for customers and employees.

(Job listings indicated with an asterisk* designate "key" or "compact" positions and will require a criminal background check)