

ENTERPRISE RANCHERIA PRESENTS

TRIBAL LEADERSHIP SERIES INTERNSHIP OPPORTUNITY

WE WELCOME ALL TRIBAL MEMBERS to apply for the Tribal Leadership Series for career options and job internship opportunities at Hard Rock Hotel & Casino Sacramento at Fire Mountain!

Now accepting applications to be a part of our extensive Internship opportunity at Hard Rock Hotel & Casino Sacramento at Fire Mountain. Enterprise Rancheria invites all tribal members to apply for this internship opportunity. It is an opportunity to network with industry professionals with an in-depth rotation schedule in each department for 6 to 8-months with 1 year internship.

BRIDGING
OPPORTUNITIES



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APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

NAME (LAST NAME, FIRST)			
TRIBAL ENROLLMENT NUMBER:			
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. ()	REFERRED BY		

EMPLOYMENT INFORMATION (ONLY if a current employee at Hard Rock Hotel & Casino Sacramento at Fire Mountain) YES or NO (please select)

CURRENT POSITION:	CURRENT DEPARTMENT:	
CURRENT MANAGER:	CURRENT MANAGER PHONE NUMBER:	CURRENT MANAGER E-MAIL:

EDUCATION HISTORY


NAME & LOCATION OF SCHOOL	YEARS COMPLETED	HIGHEST DEGREE ACHIEVED	SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

CONTINUED ON NEXT PAGE 

REFERENCES(GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

REMARKS

Referred by Selection Committee (write Yes or No):

PROFESSIONALISM (Describe):	CHARACTER (Describe):
PERSONALITY (Describe):	ABILITY (Describe):

APPROVED: 1. _____ 2. _____ 3. _____
 Tribal Development Coordinator VP of HR Dept. Manager (only if a current HRI Employee)

This application for employment is sold only for general use throughout the United States. Adams assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state, and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.

PRE-SCREENING ASSESSMENT (turn in with application)

The TDP programs will expose you to all areas of gaming and hospitality. Please select your answer below from the responses that most closely matches your assessment.

1. If you are selected for the TDP program, where do you see yourself in one year?
 - Working in various hourly positions so that I learn all aspects of the positions.
 - Supervising an area(s) where I have worked
 - Holding an executive level position with highly qualified people reporting to me.
2. If you were scheduled to work on Friday and a friend calls you on Tuesday to invite you to a concert Friday, what would you do?
 - Ask my supervisor for the time off to attend the concert.
 - Call in sick
 - Tell my friend I am working and not able to attend the concert.
3. What position would you find more rewarding?
 - Interacting with guests and solving problems when they arise
 - Working behind the scenes to make sure everything goes well for the guests
4. Which of these responsibilities would you be willing to accept if you were asked to intern in the Housekeeping department?
 - I would be willing to clean toilets and sweep floors.
 - I would be willing to supervise others who clean toilets and sweep floors.
 - I would be willing to clean and supervise others in the cleaning and sweeping.
 - None of the above; my interest is not in Housekeeping
5. What would you do if you believed your supervisor was making unreasonable request and/or not supporting your growth and development?
 - Report the issue to Tribal Council
 - Report the issue to the Tribal Development Coordinator
 - Ask the supervisor for a private meeting and share your concerns
 - Tell the supervisor that you are requesting a transfer out of the department
6. You overhear a non-Tribal employee making incorrect comments about the Tribe, or HRI and within your role in the TDP. What would you do?
 - Politely interrupt and correct the misinformation
 - Wait until you see the responsible individual alone and ask to talk about what you overheard
 - Go to the supervisor and report the incident
 - Let it go since they weren't talking directly to you

RECOMMENDATION FORM (turn in with application)

Directions

Please complete both pages of this Recommendation Form for:

Name of Applicant

He/She has applied for an Internship in the Tribal Development Program (TDP), to participate in the Tribal Leadership Series (TLS). The TDP is an internship program designed to train Enterprise Rancheria Tribal Members for supervisor/management positions in the Casino and Hospitality industry.

We appreciate your honesty and effort on completing this form and assisting in our process of hiring qualified staff.

Please return to the Tribal Development Coordinator

NAME OF RECOMMENDER:

Position/Title:

Address:

Street

City

State

Zip

Telephone Number: _____

Email: _____



RECOMMENDATION QUESTIONNAIRE (turn in with application)

Describe your relationship with the applicant:

How long have you known the applicant?

What are his or her strengths?

Is this applicant fair-minded, ethical and trustworthy?

What special skills does the applicant possess that are beneficial for this internship?

What experience does the applicant possess that is beneficial for this Internship?

Do you know of any reason that would prevent this applicant from being accepted for the Internship?

Any additional comments:

(Referred By) Signature: _____ Date: _____



BRIDGING
OPPORTUNITIES



SACRAMENTO
AT FIRE MOUNTAIN

STEP 1 IN THE ASSESSMENT PROCESS:
(READ, DISCUSS, AND SIGN EACH SECTION AND TURN IN WITH APPLICATION)

Understanding the Culture and setting the expectations:

The culture of Hard Rock Hotel & Casino Sacramento at Fire Mountain is unlike any other. It is truly three cultures in one: Gaming, Hospitality and Entertainment. It is a highly interactive, energetic, and structured environment. Although the outcome of every Team Member's actions is the fun and entertaining experience of our Guest, each job function is clearly defined and requires motivation, self-discipline, and commitment. The four areas of focus are time, space, money, and people. These are the precious resources that we each must respect, protect, and maintain with the utmost integrity.

Sign off: _____

Time

Because Hard Rock Hotel & Casino Sacramento at Fire Mountain is now a business with more than 1100 Team Members, and still growing our respect for time is a most critical piece of our Team Member's winning strategy. ***Punctuality and presence*** during a full shift are more than just a promise to us; it is a clear commitment to our Guest and Team Members that we will be there for them. It is the Seminole Gaming way of saying "You can count on me"!

Sign off: _____

Space

The value of each of our beautiful properties must be measured by more than just the capital investment that helped to build them. They must be respected for their esthetic beauty, cleanliness, safety, fit and finish. In whatever department we are assigned to serve, we must become the guardians of the space, furnishings, electronics, and materials that surround us and support our service. It's the Seminole Gaming way of saying, "This is my house, and I will take care of it"!

Sign off: _____

Money

Hard Rock Hotel & Casino Sacramento at Fire Mountain is a very powerful and important business. The success of every property, every department and every Team Member plays a role in the financial support of thousands of individuals and families. As a part of our responsibility to our owners, and to each other, we must continue the process of learning and understanding how profitability occurs. We must act wisely and prudently with our resources and contribute where we can to the opportunities for continued growth and success. It's the Seminole Gaming way of saying "I will think and act in a way that increases the value of my organization"!

Sign off: _____

People

Of all the assets of Hard Rock Hotel & Casino Sacramento at Fire Mountain, the most valuable is our people. That is why every Team Member must act in a manner that recognizes respects and values this asset in every word and action. This is a place where our Guests come to be entertained and have fun. If a smile is a part of your make up every day, you belong here. We spend one third of our lives here together. If you enjoy reaching out and hearing from your fellow Teammates, you belong here. The greatest sound on the gaming floor and in the heart of the house is genuine laughter. If you like to laugh you belong here.

Sign off: _____

SAMPLE INTERVIEW QUESTIONS (keep)

1. Why would you like to be selected for the Tribal Leadership Series program? Why do you think you will be a successful intern and asset to the Tribal Development Program? (Gives an idea of their interests/goals; have they given careful thought to participating in the program and the commitment they are making).
2. What do you think an Enterprise Rancheria Tribe Member's role is in the internship program? (Indicates a sense of personal responsibility to represent the Tribe in a positive light).
3. How do you see yourself in five years? How do you see yourself in ten years? (Indicates interest in advancement and realistic view on how long it will take to progress to higher levels).
4. What has been your greatest achievement? (What kind of achievements/work makes them proud/feel good about themselves and what they contribute).
5. What has been your favorite job to date and why? (Indicates their current interests; relationships with people)?
6. What will motivate you on the job? (Is the program going to meet their motivational needs)?
7. What are you hoping for from your supervisor? Have you ever had difficulty with a teacher, instructor or supervisor? How did you handle the situation? (Indicator of their view of authority and past interpersonal skills/relationships).
8. Please give an example of commitments you have made and honored in your past. (Do they honor commitments)?
9. Are you aware that we are in the entertainment business?
10. What sort of things do you do for entertainment?
11. Do you like talking, listening, and learning from other people?

TRIBAL CAREER DEVELOPMENT INITIAL AND ONGOING EDUCATION (keep)

Intent:

To create an opportunity for the newest Interns to transition from their world into the world of Hard Rock Hotel & Casino Sacramento at Fire Mountain. To create, for them, the greatest opportunity to enter the workplace with the tools, knowledge, and confidence to begin their new career.

Action:

To add to the property orientation a supplemental orientation that addresses the prerequisites for an intern with the pathway towards a supervisor/manager. (Please see attached suggested curriculum).

Follow Through:

Never assume! Instead, reflect on the information exchanged at the original meeting with Tribal Development Coordinator, and assess what support, information and additional experience/education is needed to remain on course toward the goal. It has also been suggested that the opportunity be provided for a more formal business education at both tribal business training seminars and accredited schools of the Tribes choosing and approval.



SACRAMENTO
AT FIRE MOUNTAIN



SUPPLEMENTAL ORIENTATION SUBJECT MATTER FOR TCD PROGRAM (keep)

PART 1

Tribal Development Program:

- TDP – Introduction to the Tribal Develop Program, members, policies, procedures, path of the program and progression through it. How to graduate?
- Introduction to Hard Rock Hotel & Casino Sacramento at Fire Mountain – Company locations, who to contact, org charts of executive managers.
- The Casino Business – How a casino makes money, games of chance, games of skill, food and beverage, hospitality.
- Departments – What they do and how they fit in with the overall business.
- Housekeeping – Badges, clocking in and out etc.

PART 2

Dress Decorum and First Impressions:

- First Impressions – How the first few seconds are critical
- Appropriate Dress – In the workplace environment, in business meetings, when you are representing the company.
- Business Travel – Do's and Don'ts, what to pack and what not to bring, dress, get a decent suitcase, prepare for who you are going to meet and know in advance what setting you will be in. Differences between conventions and business meetings. Keep in mind that you are always a representative of the Tribe and SGA in all these settings
- Formal Settings – Dinners, lunches, and cocktail parties, what to do and what not to do.

Job Expectations and Working in a Corporate Setting:

- Timeliness – Getting to work on time
- Meetings – Prepare, attend, contribute, what not to say or do
- Deadlines – Meetings deadlines, how to establish and confirm expectations of management
- People Internal – Courtesy, when to speak up, taking a conversation to the side
- Language – No Slang, be respectful, learn the language of the workplace

Technology Skills:

- ❖ Outlook, Excel, PowerPoint & Word

TRIBAL CAREER DEVELOPMENT COUNSELOR PROGRAM (keep)

Intent: The Tribal Development Coordinator for TDP members is provided to give a direct, stable contact between the Intern and the leadership of the department and property. Much like a high school or University counselors, this Team Leader will provide a “Go-To” person with answers and guidance regarding performance, education, inspiration, and proper pathway to leadership.

Action: The Supervisor or Manager or Director is responsible to invite new Interns to Managers/Directors meetings to create the opportunity for initial introductions.

Managers/Directors are responsible at such introductory meetings, to introduce themselves to the TDP’s in attendance and work toward making a personal/professional connection and volunteering as a Counselor for that Intern.

Follow Through:

The Tribal Development Coordinator should make their interactions with the Intern a part of their monthly report to the VP of Human Services.

Interns should make their interactions with the Supervisor or General Manager a part of their monthly reports to the Director of Tribal Development Coordinator.

PROGRAM CONTENT DESCRIPTION (keep)

The Tribal Development Program is designed to support the accomplishment of key tribal initiatives and provide the knowledge, skills and capabilities that will contribute to the improvement of employee performance, development and self-sufficiency of Enterprise Rancheria.

DOCUMENTED REVIEWS:

Documented verbal or written performance reviews for Phase I-III are to be completed by a department representative with a Participant to help assess their progress. Documented verbal or written performance reviews are to be submitted to the Tribal Development Coordinator.

A participant’s qualification for continued advancement to Phases I-III will be determined by their performance evaluations, punctuality, and attendance records. All three records will be utilized to determine the bonus amount a Participant receives for completion of each Phase.

MEETINGS:

As part of their training TDP Participants can attend management meetings at their properties and it is the responsibility of the property General Manager or Director to see that the Intern(s) are included in their meeting rotations.

SPECIAL REQUESTS TO TRAIN IN ONE DEPARTMENT:

Special meetings and trainings will be determined by the Tribal Development Coordinator and can be suggested by the participants in one of the Tribal Development Programs.