



SouthWind Casino
5640 North LA Cann Road, Newkirk



Smoke Shops I & II
Inside SouthWind Casino at
5650 North LA Cann Road, Newkirk
1535 E Hubbard Road, Ponca City



Woodridge Market
4128 Lake Road, Ponca City



Kanza Travel Plaza
I35 at Exit 231, Braman



Tobacco Row
1535 1/2 E. Hubbard Road



KEDA Executive Offices
4550 N. Highway 77, Ponca City

KEDA Kaw Enterprise Development Authority Employment Application





KEDA

The Jobs are challenging and the rewards are great. If you're up to the challenge, fill out the application and start the process of becoming a member of the Kaw Enterprise Development Authority (KEDA) team.

We emphasize teamwork and expect all employees to share the responsibility for the effectiveness of our Tribal Enterprises. It is very important that each individual be responsible, active and a vital member of the KEDA workforce.

Business Quality:

Teamwork is the foundation of KEDA's quality and business goal. Creativity and involvement will be encouraged by all and continuously improve our businesses, processes, procedures and systems through prevention rather than correction of problems. Everyone will strive to eliminate waste and error in day-to-day activities. We will promote fairness, trust and integrity.

Everyone treats customers and fellow employees with respect, courtesy and a smile. KEDA employees conduct themselves in a competent, professional and businesslike manner.

KEDA Has

- A Sound, Reputation
- The best customer service
- The best employees

A long history of excellence! We've been in business since 1983

Obviously KEDA is a great company to work for. But there has to be a lot in it for you. And there is! Here's just a little of what Kaw Enterprise has to offer.

Pay

- Among the highest in the industries
- Annual evaluations

Career

- Promotions from within
- Everyone starts at entry level

Challenge

- Fast-paced work environments
- High Standards

Security

- Great security record
- Enterprises monitored 24 hours
- Enterprises are well lit
- Applicants must pass drug test and criminal back ground check

Team Concept

- Bi-Annual Incentive profit/loss
- Employees are valued members of the team.

Benefits offered to KEDA Employees once requirements have been met:

- Weekly and Bi-Weekly paycheck
- Uniforms or Shirts provided at all locations
- Medical Insurance (upon completion of requirements)
- Dental insurance (optional)
- Life Insurance (optional)
- Vision (optional)
- Paid Holidays (7)
- Christmas Bonus (by KEDA Board approval)
- Easter Gift Card (by KEDA Board approval)
- Thanksgiving Gift Card (by KEDA Board approval)
- Wellness Center Facility with membership

Expectations of KEDA Team Members:

- Everyone working together, helping each other, ensuring success.
- A helpful attitude is the most important ingredient of cooperation.
- Creativity and involvement will be encouraged by all to continuously improve.
- Seek and offer solutions.
- Accept change as a positive course of action.
- Show enthusiasm and a Can Do attitude.
- Promote fairness, trust and integrity.
- Nothing can be as important as your next Guest contact.
- Devote the time necessary to do an exceptional job. Take responsibility for your work.
- Welcome every Guest with a smile on your face.
- Anticipate and respond to Guest needs and issues immediately.
- Treat customers and fellow employees with respect and courtesy.
- Be legendary, ignite others to find a better way.
- Have a thirst for learning.
- Be willing to share information and solutions across department lines.
- Be willing to learn new skills and activities.



KEDA

Kaw Enterprise Development Authority

Employment Application page 4

Date Received _____

Pre-Employment Testing _____

*Thank you for your interest in employment with KEDA.
Your Application will be given to the KEDA Human Resource Department.
Your qualifications and experience will be compared with the job requirements. The most qualified applicant(s) will be contacted by Human Resource.*

Notice to Applicants regarding reports

Reports including information concerning your character, employment history, general reputation, personal characteristics, criminal or police records and motor vehicle record may be obtained for employment purposes at any time.

Pre-employment drug screening is a condition of KEDA employment and positive results will be the basis for disqualification for KEDA employment. If you are selected for KEDA gaming related, casino, or security employment, you will be required to complete an additional application for a gaming license with the Kaw Nation Gaming Commission (KNGC). For KEDA gaming related, casino or security employment, if your KNGC gaming license is denied or revoked, you will not be eligible for KEDA gaming related, casino or security employment and may not be eligible for any other KEDA employment.

Consent to Jurisdiction

KEDA operates businesses within the jurisdiction of the Kaw Nation and its Tribal properties are located on Kaw Nation Tribal land. All of KEDA business operated on Tribal property are located in 'Indian Country' as either defined by federal law, state compact or tribal. KEDA and the Kaw Nation retain all rights of sovereign immunity. KEDA by allowing employees to be present on tribal property does not limit or waive the rights of KEDA or the Kaw Nation. By making this application for KEDA for employment, should you be selected for KEDA employment or by being present on Kaw Nation or KEDA Tribal property, the employee does hereby affirm and voluntarily consent to the jurisdiction of the Kaw Nation and its Tribal authorities.

Disclosure and Release

I authorize, without reservation, any person or entity contacted by KEDA or its agent or agents to furnish the above-stated information, and I release any such person or entity from liability for furnishing such information.

Print Full Legal Name _____

Applicant's Full Legal Signature _____ Date: _____

Please list any other names that you are known by:

Maiden: _____

Nickname: _____

Other: _____

Other: _____

Kaw Enterprise Development Authority

Employment Application page 1

Date Received _____

Pre-Employment Testing _____

Instructions to Applicant: Providing false, incorrect or misleading information on this application will result in disqualification and/or termination from KEDA employment regardless of when the falsification is discovered. Incomplete applications or applications that lack requested information or documentation may be the basis for rejection of your application or not being considered for KEDA employment.

Full Legal Name _____ SS# _____

Street Address _____ Apt. No. _____

City _____ State _____ Zip _____

Daytime Telephone No. _____ Alternate Phone Number _____

Are you at least 18 years old? Yes No

Have you applied with KEDA before? Yes No

If Yes, dates: From _____ To _____

Position _____ Enterprise _____

Tribal Affiliation (Attach copy of CDIB) _____

Do you have a Valid Driver's License?: Yes (Attach copy of valid DL) No

Can present employer be contacted?: Yes No

For what position are you applying?

1st preference _____

2nd preference _____

3rd preference _____

Desired starting pay: \$ _____ How many hours per week can you work? _____

During what times are you available to work?

Are you willing to work Evenings? Yes No

Overnights? Yes No

Weekends? Yes No

Holidays? Yes No

Please enter the shifts/hours you are available to work. Be sure to include a.m. or p.m. designation for each. Example 6 a.m. to 3 p.m.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1st Shift							
2nd Shift							
3rd Shift							
Anytime							

When could you begin work if selected? _____

Were you referred by a KEDA Employee? Yes No

If Yes, by whom? _____

Do you currently have any relatives working for KEDA? Yes No

If Yes, who? _____ Title and location they work: _____

Kaw Enterprise Development Authority

Employment Application page 2

Date Received _____

Pre-Employment Testing _____

Skills and Experience

Please list any special qualifications, training, education, skill, or experience that you feel warrant consideration by the company. _____

Please list any business equipment abilities you have which might be useful on the job for which you are applying. _____

Education

Do you have a high school diploma? Yes No G.E.D.

Highest elementary or high school grade completed

Name and Location of college university, business or trade school	1.	2.
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Major field of study		
Degrees Conferred	Title	Title

Work Experience

1. Name of Present or Last Employer _____ Type of business _____

Address _____ City _____ State _____

Starting date (Mo/Yr) _____ leaving date (Mo/Yr) _____ Starting Salary _____ Final Salary _____

Job Title _____ Name of Supervisor _____ Phone Number: _____

Job Description and Responsibilities _____

Were you fired? Yes No

If we contact this employer, would you expect them to say they would rehire you for the position you last held there? Yes No

Explain reasons/circumstances for changing or wanting to change jobs. _____

2. Name of Present or Last Employer _____ Type of business _____

Address _____ City _____ State _____

Starting date (Mo/Yr) _____ leaving date (Mo/Yr) _____ Starting Salary _____ Final Salary _____

Job Title _____ Name of Supervisor _____ Phone Number: _____

Job Description and Responsibilities _____

Were you fired? Yes No

If we contact this employer, would you expect them to say they would rehire you for the position you last held there? Yes No

Explain reasons/circumstances for changing or wanting to change jobs. _____

Kaw Enterprise Development Authority

Employment Application page 3

Date Received _____

Pre-Employment Testing _____

3. Name of Present or Last Employer _____ Type of business _____

Address _____ City _____ State _____

Starting date (Mo/Yr) _____ leaving date (Mo/Yr) _____ Starting Salary _____ Final Salary _____

Job Title _____ Name of Supervisor _____ Phone Number: _____

Job Description and Responsibilities _____

Were you fired? Yes No

If we contact this employer, would you expect them to say they would rehire you for the position you last held there? Yes No

Explain reasons/circumstances for changing or wanting to change jobs. _____

Legal (answer required)

Have you ever been charged or convicted for any crime involving theft, dishonesty, violence, drugs, alcohol, or endangerment of person or property? Yes No

Have you ever been sentenced or subject to incarceration, probation, or a suspended or deferred sentence for any crime? Yes No

Do you have now or have you had in the past five years any orders of protection or protective orders filed or issued against you? Yes No

Has your Drivers license been suspended or revoked in the last five years? Yes No

If you have answered 'yes' to any of these questions, please provide a written detailed description of the circumstances, including dates, county, state or municipality from where the charges originated.

Additional documentation or information may be requested and required for employment consideration.

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein or on any other employment form is grounds for immediate termination, regardless of when such falsification may be discovered.

I authorize KEDA and its representatives to investigate my education, employment experience, criminal conviction records, and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment.

Further, I understand that employment will be contingent upon successfully passing pre-employment testing. I understand my employment with KEDA is At-Will and for no definite length of time. I understand my employment may be terminated at any time with or without cause, at the option of either KEDA or myself. I understand that no employee or representative of KEDA has any authority to make any agreement which is contrary to the foregoing. If accepted for employment, I agree to comply with all company policies and procedures and with all rules and regulations made known at the time of employment or any other time thereafter and to perform all duties assigned to me to the best of my ability.

Signature _____ Date _____

KEDA is an equal opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability, age(over the age of 40), or veteran status. This application will remain active for 30 days.

After that time, it must be renewed by the applicant if helshe wishes to be reconsidered for employment.

KEDA has an Indian preference in hiring. By federal law, Native Americans are not considered a race for hiring purposes.

KEDA offers no guarantee of employment based on the policy of Indian preference.