# How to Get Hired @Pechanga! Pechanga.com/careers

Sign-on Incentives offered for various positions careers@pechanga.com

# **APPLICATION PROCESS**

Apply online to position of interest at pechanga.com/ careers

Submit a complete application with resume. 7-10 business days for departments to review. If selected to interview, you will be contacted for a Zoom or in-person interview.

Come dressed for success and bring your great attitude!

# **APPLICATION PROCESS**

Offers are extended within 1-5 business days of final interview.

#### NOT SELECTED

If you do not receive an offer, apply again for a different position!

Pechanga.com/careers

#### YES! SELECTED

You will receive a verbal offer with a starting salary. If you accept, you move into the Pre-Employment Process,

## **Pre-Employment Process**

Drug Test

- Onboarding Paperwork
- Gaming Application
- New Beginnings Orientation

# Pre-Employment Process: Drug Test

- Drug Test link will be emailed to you to establish your account.
- You select the location, date, and time most convenient to your schedule, and within three days from offer.
- Drug Test results take 48-72 hours.
- Upon receipt of test results, you advance to the next step.

# Pre-Employment Process: Onboarding Paperwork

- A Talent Acquisition Partner will call you to schedule your in-person appointment at the Career Center.
  - Your appointment will take approximately 1-1 <sup>1</sup>/<sub>2</sub> hours to complete.
- You will complete and sign onboarding forms including Offer Letter, Job Descriptions, I-9, W-4, DE-4, Safety, and Direct Deposit forms.
  - Please bring documents that establish identity and employment authorization, or both.
  - Bring voided check for direct deposit.
  - Have your Social Security number handy.

## **Pre-Employment Process**

- Congratulations! You have completed the first half of the pre-employment process with PRC.
- Meet with the Pechanga Gaming Commission (PGC):
  - Please bring documents that establish identity
  - You will complete the fingerprint background check
  - You will receive the Gaming Application, which must be completed in 5 days

## Join Our Team!

 We are looking for candidates who are willing to learn, to be trained, and to take that feedback to better themselves.

- Skills
  - Teamwork, reliability, integrity, passion, and customer service
  - Positive attitude and strong work ethic
    - The ability to complete physical tasks

### **OBTAIN YOUR GAMING LICENSE**

### PECHANGA GAMING COMMISSION (PGC/THE COMMISSION)

### Who we are and what we do...

The Pechanga Gaming Commission (PGC/The Commission) is the regulatory body for the Pechanga Band of Luiseño Indians and is responsible for licensing all employees of Pechanga Resort Casino (PRC), Pechanga Development Corporation (PDC), and PGC.

The Commission is charged with conducting background investigations for gaming license applicants and with granting or denying licenses based on those findings. The length of the background investigation process will vary for each applicant.

The Commission is also empowered to suspend or revoke any gaming license if a licensee is not in compliance with applicable laws and regulations. *Denial or revocation of a gaming license disqualifies the individual from employment.* 

Possession of a gaming license is a privilege and not a right. PRC, PDC, and PGC are separate entities and do not share information. All information collected by PGC is confidential.



### License Requirements

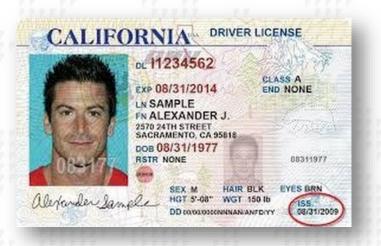
- Applicants must qualify for and maintain a gaming license issued by the Pechanga Gaming Commission to be employed by PRC, PDC, or PGC; therefore, your offer of employment is contingent upon successful completion of the licensing interview and background investigation processes.
- Applicants may be disqualified or denied a gaming license for failing to comply with or follow instructions or for not meeting the licensing requirements of the Commission.
  Applicants MUST be fully prepared for their telephonic, virtual, or in-person gaming license interview.
- Omitting or providing false information on the gaming license application or failing to disclose information will result in immediate denial of the gaming license.

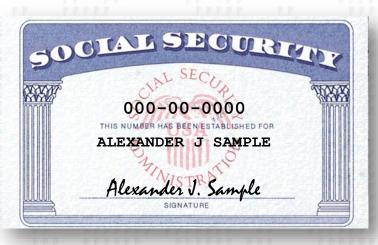
### **Required Identification Documents**

The name on <u>ALL</u> forms of identification must match and must reflect your full legal name.

Although you have already provided PRC Human Resources with your identification, PGC is a separate entity and <u>requires</u> that you bring <u>both</u> of the following documents to your gaming license interview:

- Valid Driver License or State-Issued Identification Card
  - Social Security Card (we cannot accept laminated cards)





# **Proof of Eligibility**

In addition to the Driver License and Social Security card, you will also be <u>required</u> to provide one of the following documents if you were not born in the United States:

- Valid United States Passport
  - Certificate of Naturalization
    - Valid United States Permanent Resident Card
    - Valid United States Employment Authorization Card
      - Certificate of Birth Abroad



PASSP

PASSI







# Gaming License Process: Summary

- Fingerprint Background Check
- Gaming Application 5 days to submit
- Provide ID and Proof of Eligibility
- Gaming Interview
- Photo/Badge Appointment
- Contact Gaming: 951-770-2533

# **Time Line**

### 2-4 weeks

7-15 Business Days		Same Day		*Submit 2-Week Notice!	
	Recruitment Process				
	Apply Interview Offer	Drug Test	In Person Processing/ Fingerprinting	Gaming interview	Photo Badge

5 Business Days

5 Business Days to Submit

Welcome Aboard!