



Employee Application Frequently Asked Questions

1. Q: How do you apply for a career with Desert Diamond Casinos & Entertainment?

A: All employment applications are online. You can apply on our website at <http://ddcaz.com/careers>. First, select your location of interest:

“Glendale, AZ” for our West Valley property

“Tucson, AZ”, “Sahuarita, AZ” or *“Why, AZ”* for our Southern Arizona properties

2. Q: What is the typical application process with Desert Diamond Casino?

A: Once you have successfully applied for employment, a Recruiter will carefully review to determine if you meet the minimum qualifications for the job. If you meet the minimum qualifications for the position that you have applied for, you may be invited for a phone, group, panel, and/or one-on-one interview depending on the position. If you do not meet the minimum qualifications for the position that you have applied for, you will receive a message upon completion of the application. If you are offered a position, you will be contacted by the Recruiter and the HR Support Associate regarding the next steps in the hiring process. We work with many third-party vendors to handle specific parts of the hiring process such as Background Check, Drug & Fitness Testing, and the Gaming Licensing Office. Please be sure your contact information is current on your online application such as your home address, email address, and phone number. Your designated Recruiter will be in contact with you via email, phone, and/or text message. The hiring timeline normally takes between 4-8 weeks including at least your 2 weeks of resignation notice to your current employer, it could take longer depending on your gaming license processing.

3. Q: Is Desert Diamond Casino a tribal casino?

A: Yes. It is owned and operated by the Tohono O’odham Nation.

4. Q: Do you only hire tribal members?

A: No. Desert Diamond Casino is committed to recruiting and hiring a diverse workforce without regard to race, color, religion, age, sex, marital status, veteran status, disability, sexual orientation or any other protected status. However, we follow an Indian Preference Policy (IPP) for qualified local and non-local Indians who meet the job requirements of the position they are applying for. Our first preference is our Local Indians (Tohono O’odham Members), second preference is our Non-Local Indians (Other Tribes), and our third preference is our Current Team Members who are not entitled to preference.

- 5. Q: I claim Tribal Preference or Tribal Affiliation, but do I not have a tribal ID card or number, does that still qualify me as a preferred “tribal member”?**
A: For an applicant to be considered for the Indian Preference Policy (IPP), you must be an enrolled Tribal Member with a federally recognized tribe in the United States. For more information, please [click here](#). Native Americans from Alaska need a copy of their Certificate of Degree of Indian Blood (CDIB).
- 6. Q: Do you offer internships?**
A: Yes, we offer a Tribal Internship Program that is tailored to our Tohono O’odham Members. To learn more, please [click here](#).
- 7. Q: Is a computer required to apply for a job with Desert Diamond Casinos?**
You can apply for a job with Desert Diamond Casinos using a desktop computer, laptop computer, or mobile device such as a tablet smartphone. Applicants who require assistance with a computer or mobile device to complete their application can seek assistance at a local library, any Goodwill One-Stop Career Center, or through our Human Resources Office on property:
- West Valley: Administration Offices – 9431 W Northern Ave, Glendale, AZ 85305
 - Southern Arizona: Human Resources Office – 1100 W Pima Mine Rd, Sahuarita, AZ 85629
- 8. Q: How long are jobs posted to the public?**
A: Once a new position is posted, it is available for 7 calendar days and will close at 5 pm on the 7th day of the posting. However, we have certain positions that remain posted more than 7 days, due to the nature of the job requirements such as technical, skilled, niche, or Director/Executive-level roles.
- 9. Q: Can I apply for more than one job at a time?**
A: Yes, you can apply for up to two jobs at a time.
- 10. Q: How do I withdraw my application for a position?**
A: You can withdraw your application from consideration at any time. Please log on to your profile at <http://ddcaz.com/careers>, go to your “Apply History” and under “Actions”, select “Delete” application. You will be asked to confirm this step.
- 11. Q: Can I check to see what applications I have submitted?**
A: Yes by logging in to your profile at <http://ddcaz.com/careers> and go to “Apply History” and find the “Job Status” column. If it says “open”, the job is still posted, and we are still currently accepting applications. If it says “hold”, the job is unposted, and we have begun screening applicants and scheduling interviews. If it says “closed”, the job has been filled and we are no longer accepting applications.

- 12. Q: What if I have forgotten my username/password?**
You may visit [Forgot Password](#) to retrieve your username and/or password. If you do not have an email address, please call our Human Resources Office for further assistance. For West Valley, please call (623)-633-8100, and for Southern Arizona, please call (520)-342-2100.
- 13. Q: I am not comfortable providing my Social Security Number on my application. Can I still apply?**
Unfortunately, we do require a Social Security Number to complete your application process. This information is used to confirm your identity during the background check process. For more information, please read our vendor's [Privacy Policy](#).
- 14. Q: It says my Social Security Number is already on file and I have not yet applied. What do I need to do?**
A: Chances are you may have initiated to create an account already. Please call our Human Resources Office so we can verify your information. For West Valley, please call (623)-633-8100 and for Southern Arizona, please call (520)-342-2100.
- 15. Q: I am an individual seeking employment with disability accommodation. Does Desert Diamond Casino offer ADA accommodations?**
Yes. Please call or email us for additional information:
- West Valley: (623)-633-8100 | talentacquisitionWV@ddcaz.com
 - Southern Arizona: (520)-342-2100 | talentacquisitionSA@ddcaz.com
- 16. Q: If I do not receive an interview for the position that I have applied, how long will my application remain on file?**
A: Your account information remains open indefinitely. However, if you were not selected for the position that you have applied for, you will be notified promptly via email regarding why you were not selected for an interview. You are welcome to submit additional applications for other positions that you feel you are more qualified.
- 17. Q: Is Gaming or Hospitality experience required to work at Desert Diamond Casinos?**
A: Desert Diamond Casinos offers a wide variety of career opportunities that require different knowledge, skills, and abilities. If the requirements on the job posting say "required" on the experience or educational attainment, it is required. If it says "preferred", it is not needed but rather favored.
- 18. Q: What Benefits/Insurance does Desert Diamond Casinos provide to Team Members and when do they begin?**
A: Desert Diamond Casinos offers health, dental, vision, short and long-term disability, life insurance, and flexible spending accounts to our Team Members who are regularly scheduled for and work an average of 30 hours per week or more. New Team Members become eligible for benefits on the first of the month following 60 days of employment.

19. Q: I want to learn more about Desert Diamond Casinos. How can I connect on social media?

A: We'd love to connect with you! Please click on the following social media platforms:

- [Facebook](#)
- [LinkedIn](#)
- [Twitter](#)
- [Instagram](#)
- [YouTube](#)
- [Indeed](#)
- [Glassdoor](#)

20. Q: What are the business hours of your Human Resources Office?

A: Please call to verify office hours.

- West Valley: (623)-633-8100
- Southern Arizona: (520)-342-2100