



TERO JOB SKILLS BANK APPLICATION

Contact: Debra L. Picciano, TERO Director – if you have any questions

[906] 353-4167 OR debbie.picciano@kbic-nsn.gov

The information provided on the **TERO JOB SKILLS BANK APPLICATION** will assist the Tribal Employment Rights Office in matching qualified, enrolled Native Americans with placement in their desired work or training. It is important the application be completed and legible. A copy of your **Tribal Enrollment Verification** must be included. Please leave a primary/message telephone number to contact you. **This form must be updated in with the TERO Office every 3 months to remain active.**

PERSONAL INFORMATION:

Name _____ SS# _____

Phone No. _____ Other No. _____

Mailing Address _____

Do you want job information or other limited information emailed to you? YES NO

EMAIL ADDRESS: _____

KBIC MEMBER? Yes No Enrollment # _____ Other Tribe _____

If other tribe, Must provide documentation of Indian status to be eligible for Indian Preference.

Non-Native - If you support an Indian Family, please identify the qualifying name and provide documentation of Indian Family _____

18 years of age or older? Yes No Can you pass a background investigation? Yes No

Do you have a driver's license? Yes No State Issued _____ CDL? Yes No

Do you have reliable transportation? Yes No

Are you a veteran? Yes No Service Branch _____

Submit copy DD214 w/application

Do you have any special license/certifications? Yes No Please list: _____

List any special training _____

Are you a member of a Union? Yes No If yes, please identify local no. & location _____

EMPLOYMENT DESIRED

Permanent/Full-time Part-Time Temporary/Seasonal Spot Job Shift Work

Hours willing to work _____ to _____ Desired Wage \$ _____

Please list the Job(s) you are **QUALIFIED** for:

1. _____

3. _____

2. _____

4. _____

EDUCATION & TRAINING

Please list name of school, dates attended, graduation, and degree type

High School Diploma? Yes No or GED? Yes No Date obtained: _____ From: _____

- If you do not have a HS Diploma or GED – are you interested in obtaining a GED? Yes No

College Courses? Yes No
Dates: _____

Trade/Technical School Yes No
Dates: _____

Do you have a Degree? Yes No
Degree: _____

Do you have a Degree? Yes No
Degree: _____

Please list any specialized skills, specialized training or certificates you may have:

WORK EXPERIENCE

Please list your work experience in the past **five years** starting with the most current. [**use back if needed**]

Employer Name & Address: _____

Supervisor Name/Phone: _____

Job Title/Work Performed: _____

Dates From/To: _____

Reason for Leaving: _____

Employer Name & Address: _____

Supervisor Name/Phone: _____

Job Title/Work Performed: _____

Dates From/To: _____

Reason for Leaving: _____

Employer Name & Address: _____

Supervisor Name/Phone: _____

Job Title/Work Performed: _____

Dates From/To: _____

Reason for Leaving: _____

Employer Name & Address: _____

Supervisor Name/Phone: _____

Job Title/Work Performed: _____

Dates From/To: _____

Reason for Leaving: _____

COMPUTER SKILLS

Please list any computer software you are familiar with:

CLERICAL SKILLS - Typing - WPM _____ Other: _____

Would you be interested in possibly obtaining training in the following fields?

_____ **Business Careers** _____ **Computer Careers** _____ **Health/Human Services**
_____ **Environmental Careers** _____ **Law Enforcement Careers** _____ **Trade & Industry Careers**
_____ **Manufacturing Careers** _____ **Media & Communication** _____ **Heavy Equipment Careers**

Other Careers Not Listed: _____

ACKNOWLEDGEMENT – Please read carefully before signing:

The KBIC TERO Office is **NOT** responsible for submitting your application for positions advertised through the KBIC Government or Casino. If you are interested in applying for any posted position in the KBIC Government/Casino, please contact the respective Human Resources Department. **Your name, qualifications and contact information will only be used for TERO purposes such as referrals to employers, contractors, tribal entities and/or departments of the KBIC for temporary positions and for advertised TERO training.** Your applications will be entered into the TERO skills database based upon other qualifications you listed on your application. TEROs receipt of you r application does not guarantee that you will be employed. **It is YOUR responsibility to inform the Tribal Employment Rights Office of any changes to your contact information, especially home numbers and address in a timely manner.**

By signing this application you certify that all statements made on this application are true, complete and correct to the best of my knowledge. I hereby grant the Tribal Employment Rights Office [TERO] and staff to confirm by personal inquiry or otherwise, the information I have given on this application. I understand that any willful misrepresentation of facts given in this process is grounds for rejection of this application or dismissal if employed. I release all persons arising out of furnishing the information. I give TERO permission to verify employment and education background as specified in the application. This organization gives Indian Preference in Employment and Training in accordance with Title VII, Section 703(I) and the Executive Order 11246 and the Keweenaw Bay Tribal Employment Rights Ordinance EMPT-87-S3. All TERO referrals may be subject to pre-employment screening as a condition of their employment.

Signature _____ Date _____

****NOTE: Applications will need to be updated every 3 months – to ensure current information**

To be completed upon review by TERO Staff.

Application Incomplete, Notice Sent _____ Application Complete: DATE: _____

Tribal ID Resume DL CDL Other - _____

Comments: _____
