



# TERO SKILLS BANK APPLICATION

Tribal Employment Rights Ordinance Office

140 Rowdy Creek Road

Smith River, Ca 95567

Phone (707) 487-9255 Fax (707) 487-0930



**Instructions:** This application will be maintained in the TERO Office for a period one year. Please complete all sections of this application. Submit or attach a copy of your Tribal ID or information proving you are registered with a federally recognized Tribe in order to verify eligibility for Indian Preference. Also, please submit copies of any certificates or licenses and/or resume you possess.

Date of Application \_\_\_\_\_ Telephone Number \_\_\_\_\_ Message \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Male \_\_\_\_ Female \_\_\_\_ Are you younger than 16? Yes \_\_\_\_ No \_\_\_\_ Between 18 - 64? Yes \_\_\_\_ No \_\_\_\_

Are you a member of the Smith River Rancheria? Yes \_\_\_\_ No \_\_\_\_ Enrollment Number \_\_\_\_\_

Are you enrolled in another tribe? Yes \_\_\_\_ No \_\_\_\_ What tribe? \_\_\_\_\_ Enrollment Number \_\_\_\_\_

Are you eligible to be employed in the U.S.? Yes \_\_\_\_ No \_\_\_\_

Are you a Union Member? Yes \_\_\_\_ No \_\_\_\_ Apprentice \_\_\_\_\_

Union name and address \_\_\_\_\_

Do you have a Drivers License? Yes \_\_\_\_ No \_\_\_\_ State & Number \_\_\_\_\_ What class? A \_\_\_\_ B \_\_\_\_ C \_\_\_\_

Do you have a HS diploma? Yes \_\_\_\_ No \_\_\_\_ GED \_\_\_\_ Do you have a Technical Certificate or College Degree? Yes \_\_\_\_ No \_\_\_\_

### Education (High School):

Name \_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_ Year of Grad. \_\_\_\_\_

### (College)

Name \_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_ Year of Grad. \_\_\_\_\_

### (Trade School)

Name \_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_ Year Completed \_\_\_\_\_

Are there other Experiences, Licenses, Certificates, Skills, Volunteer Work or Qualifications, which you feel would qualify you to work for any of the Smith River Rancheria Enterprises?

\_\_\_\_\_  
\_\_\_\_\_

**Employment Desired – List job(s) you qualify for:**

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Are you computer literate? Yes \_\_\_\_\_ No \_\_\_\_\_

List all programs used:

Word Processing \_\_\_\_\_  
Data Bases \_\_\_\_\_  
Desktop Publishing \_\_\_\_\_

Spreadsheets \_\_\_\_\_  
Graphics \_\_\_\_\_  
Other \_\_\_\_\_

**What types of equipment do you have experience in using?**

Office Equipment \_\_\_\_\_  
Carpentry Equipment \_\_\_\_\_  
Other \_\_\_\_\_

Yard Equipment \_\_\_\_\_  
Road Equipment \_\_\_\_\_

**Recent Employment:** (If not applicable, list work performed on a volunteer basis or personal references).

(1) Employer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

Work Performed \_\_\_\_\_

(2) Employer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

Work Performed \_\_\_\_\_

(3) Employer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

Work Performed \_\_\_\_\_

*I certify that the facts contained in this application are true and correct to the best of my knowledge. I give TERO/Human Resource 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(1) of the Civil Rights Act and the Smith River Rancheria Tribal Employment Rights Ordinance. All TERO Referrals will be kept strictly confidential and the applicant may be subject to pre-screening as a condition of their employment.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY TERO STAFF**

Date Received _____/_____/_____	Received By: _____
Application Complete: Yes _____ No _____	Items on file: Tribal ID _____ Resume _____ CDL _____ Other Certifications: _____
Application incomplete notice sent _____/_____/_____	Date entered into Skills Bank _____/_____/_____