



PO Box 308
 Lame Deer, MT 59043
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TERO JOB SKILLS BANK APPLICATION

The information provided below will assist the Tribal Employment Rights Office in matching qualified, enrolled Tribal Members and Native Americans with placement in their desired work or training. It is important the application is complete and legible. A copy of your Tribal Enrollment Verification must be included as well as a picture I.D.
This information must be updated with the TERO Office every year to remain active.

PERSONAL INFORMATION:

Full Name: _____

Birthdate: _____ Social Security #: _____

Address: _____

Would you like job information or other limited information emailed to you? YES NO

Email Address: _____

Are you a Northern Cheyenne Tribal Member? Yes No Enrollment # _____

If you are a member of another tribe please list: _____

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

Non-Native American - If you support a Native American Family, please identify the qualifying name and provide documentation of Family: _____

Do you have a Driver's license? Yes No License #: _____ State: _____

CDL? Yes No State Issued _____

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/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: _____

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?

_____ Heavy Equipment Careers _____ Computer Careers _____ Health/Human Services
_____ Environmental Careers _____ Law Enforcement Careers _____ Trade & Industry Careers

Other Careers Not Listed: _____

ACKNOWLEDGEMENT – Please read carefully before signing:

The N.C. TERO Office is **NOT** responsible for submitting your application for positions advertised through the N.C. Tribal Government. If you are interested in applying for any posted position within the N.C. Tribe, 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 N.C.T. for temporary positions and for advertised TERO training.** Your applications will be entered into the TERO skills database when it is complete. *TEROs receipt of your 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, qualifications or educational level.

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 give TERO permission to verify employment and education background as specified in the application. I also understand that 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 yearly – 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: _____

