



TERO SKILLS BANK APPLICATION

Hoopa Valley Tribal Council

Tribal Employment Rights Office

P.O. Box 1467 • 11860 Hwy 96 / NF Bldg, Hoopa, CA 95546

(530) 625-4211 Ext. 162 • FAX (530) 625-4594 Email: hvtero@gmail.com

PLEASE TYPE OR PRINT

Date Received: _____

<i>FIRST</i>	<i>MIDDLE</i>	<i>LAST</i>	<i>Main Telephone:</i> ()	<i>SOCIAL SECURITY (LAST 4):</i>			
			<i>Message #</i> ()				
MAILING ADDRESS:			CITY	STATE	ZIP	EMAIL ADDRESS	
IN CASE OF EMERGENCY NOTIFY				RESIDENCE PHONE	BUSINESS PHONE		
Do you have a Valid California Drivers License <input type="checkbox"/> YES <input type="checkbox"/> NO Class A, B C License # _____ Expires: _____ Other State/License #: _____ Expires: _____				ARE YOU UNDER 18? <input type="checkbox"/> YES <input type="checkbox"/> NO ARE YOU OVER 70? <input type="checkbox"/> YES <input type="checkbox"/> NO			
INDIAN PREFERENCE: All applicants claiming Indian Preference must be enrolled in a Federally Recognized Tribe and submit a copy of your Tribal I.D. or a letter from your tribe's Enrollment Office for verification. Are you a Hoopa Tribal Member? <input type="checkbox"/> YES <input type="checkbox"/> NO Are you enrolled in a Federally Recognized Tribe? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what Tribe are you enrolled in? _____ If Yes, are you married to a Hoopa Tribal Member? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach proof of marriage and HTM spouse's Tribal I.D.							
DATE AVAILABLE FOR EMPLOYMENT: _____							
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? Yes _____ No _____							
Are you a U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO IF no, must show proof of your VISA							
DO YOU HAVE ANY PHYSICAL CONDITIONS WHICH AY LIMIT YOUR ABILITY TO PERFORM THE JOB YOU ARE SEEKING? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give conditions: _____							
PAST EMPLOYMENT HISTORY PLEASE LIST YOUR EMPLOYERS, STARTING WITH YOUR MOST RECENT POSITION. CONTINUE ON SEPARATE SHEET IF NECESSARY — ATTACH RESUME AND/OR CERTIFICATES, IF REQUIRED							
Start Date: ____ / ____ / ____ MM DD YY	EMPLOYER NAME AND ADDRESS	TELEPHONE	POSITION				
	Describe in detail the primary duties you performed:						
End Date: ____ / ____ / ____ MM DD YY	IMMEDIATE SUPERVISOR	REASON FOR LEAVING					
Start Date: ____ / ____ / ____ MM DD YY	EMPLOYER NAME AND ADDRESS	TELEPHONE	POSITION				
	DESCRIBE IN DETAIL THE PRIMARY DUTIES PERFORMED:						
End Date: ____ / ____ / ____ MM DD YY	IMMEDIATE SUPERVISOR	REASON FOR LEAVING					
Start Date: ____ / ____ / ____ MM DD YY	NAME AND ADDRESS OF COMPANY	TELEPHONE					
	DESCRIBE IN DETAIL THE PRIMARY DUTIES PERFORMED:						
End Date: ____ / ____ / ____ MM DD YY	IMMEDIATE SUPERVISOR	REASON FOR LEAVING					

Please indicate your Education and Training Background						
KIND OF SCHOOL	NAME OF SCHOOL	LOCATION	DATE STARTED	DATE LEFT	DATE GRADUATED	COURSES TAKEN
HIGH SCHOOL						
COLLEGE						
OTHER TRAINING						

Special Licenses/Certifications # _____ Other _____

Are there other Experiences, Skills, or Qualifications which you feel would especially suit you for work with the Hoopa Valley Tribe?

LIST THREE REFERENCES		
NAME: COMPANY NAME:	TITLE/POSITION: MAILING ADDRESS:	YEARS KNOWN: TELEPHONE:
NAME: COMPANY NAME:	TITLE/POSITION: MAILING ADDRESS:	YEARS KNOWN: TELEPHONE:
NAME: COMANY NAME:	TITLE/POSITION: MAILING ADDRESS:	YEARS KNOWN: TELEPHONE:

PLEASE READ THIS CAREFULLY BEFORE SIGNING.

The Tribal Employment Rights Office Skills Bank Application will be used only for TERO to refer you to Employers/Contractors/Tribal Department/entities who are seeking temporary workers and/or advertised TERO training per the TERO Ordinance. (i.e., a list of qualified applicants will be provided with your name and phone number). Your application will remain in the Skills Bank Referrals for one (1) year from the date application was received. Your application information will be put into the TERO Skillsbank based on your employment history, trainings/certificates, volunteer work or qualifications you listed on your application. Tero's receipt of your application does not guarantee that you will be employed. Indian Preference will be given under Section 7(b) of Public law 93-38 and/or the Hoopa Valley Tribe's Title 13 TERO Ordinance, as Amended May 17, 2012, provided you have submitted verification of your enrollment in a Federally Recognized Tribe. Your application will be given every consideration, but receipt of it does not guarantee that you will be employed.

If you want to submit a application for positions being advertised by the Hoopa Valley Tribal Council Human Resource Department/Personnel Department and/or K'ima:w Human Resources, you must obtain and submit a Personnel Application for a position being advertised to the Human Resources Office(s) as advertised.

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge. I hereby grant permission to the Tribal Employment Rights Office and its 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 the application or dismissal, if employed. I release all persons connected with any requests for information from all claims, liability, and damages for whatever reason arising out of furnishing the information. I understand that if hired, such employment is conditioned upon a favorable pre-employment evaluation. I hereby acknowledge that I have read and understand the above statement.

Date

APPLICANT'S SIGNATURE

Do not write below this line.

DATE / REFERRED TO:	APPLICANT HIRED	IF APPLICANT WAS NOT HIRED, REASON
_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____