



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: _____

FIRST	MIDDLE	LAST	Main Telephone: ()	SOCIAL SECURITY (LAST 4):
			Message # ()	
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 <u>must be enrolled in a Federally Recognized Tribe</u> 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? YES NO Are you enrolled in a Federally Recognized Tribe? YES 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 End Date: ____/____/____ MM DD YY	EMPLOYER NAME AND ADDRESS		TELEPHONE	POSITION
	Describe in detail the primary duties you performed:			
	IMMEDIATE SUPERVISOR		REASON FOR LEAVING	
Start Date: ____/____/____ MM DD YY End Date: ____/____/____ MM DD YY	EMPLOYER NAME AND ADDRESS		TELEPHONE	POSITION
	DESCRIBE IN DETAIL THE PRIMARY DUTIES PERFORMED:			
	IMMEDIATE SUPERVISOR		REASON FOR LEAVING	
Start Date: ____/____/____ MM DD YY End Date: ____/____/____ MM DD YY	NAME AND ADDRESS OF COMPANY			TELEPHONE
	DESCRIBE IN DETAIL THE PRIMARY DUTIES PERFORMED:			
	IMMEDIATE SUPERVISOR		REASON FOR LEAVING	

APPLICANT SKILLS DECLARATION

EQUIPMENT OPERATOR

Asphalt Paver	MOS	YRS
Bulldozer	MOS	YRS
Crane	MOS	YRS
Dump Truck	MOS	YRS
Excavator	MOS	YRS
Forklift	MOS	YRS
Front Shovel	MOS	YRS
Grader	MOS	YRS
Loader	MOS	YRS
Pile Drive	MOS	YRS
Roller	MOS	YRS
Scraper	MOS	YRS
Screed Operator	MOS	YRS
Skidder	MOS	YRS
Tractor	MOS	YRS
Truck Driver	MOS	YRS

Other:

Construction Flagger	MOS	YRS
Laborer	MOS	YRS
Logging	MOS	YRS
Mill Worker	MOS	YRS
Surveyor	MOS	YRS
Traffic Control Supervisor	MOS	YRS
Warehouseman	MOS	YRS

Accounting Clerk	MOS	YRS
Accounts Payable Clerk	MOS	YRS
Accounts Receivable Clerk	MOS	YRS
Administrative Assistant	MOS	YRS
Clerical	MOS	YRS
DocStar Clerk	MOS	YRS
File Clerk	MOS	YRS
Receptionist	MOS	YRS

GAMING/HOSPITALITY

Auditor	MOS	YRS
Dealer	MOS	YRS
Front Desk	MOS	YRS
Human Resources	MOS	YRS
Maintenance	MOS	YRS
Purchasing/Receiving	MOS	YRS
Security	MOS	YRS
Slots	MOS	YRS
Valet Driver	MOS	YRS
IS/IT	MOS	YRS
Janitorial/Housekeeping	MOS	YRS

BUILDING TRADES

Brick and Stone Mason	MOS	YRS
Bridge Cabinet Installer	MOS	YRS
Carpenter	MOS	YRS
Cement Mason	MOS	YRS
Cement Form Setter	MOS	YRS
Concrete Cutting	MOS	YRS
Drywall	MOS	YRS
Electrician	MOS	YRS
Fence Builder	MOS	YRS
Finish Carpenter	MOS	YRS
Fire Protection	MOS	YRS
Flooring	MOS	YRS
Framer	MOS	YRS
HVAC	MOS	YRS
Insulation	MOS	YRS

Iron Worker:

Fabrication	MOS	YRS
Installation	MOS	YRS
Welding	MOS	YRS
Rigging	MOS	YRS
Reinforcing	MOS	YRS
Safety	MOS	YRS

Landscaping	MOS	YRS
Mechanic	MOS	YRS
Painter	MOS	YRS
Painting	MOS	YRS
Pipe Laying	MOS	YRS
Plumbing	MOS	YRS
Roofing	MOS	YRS
Sheet Metal Woker	MOS	YRS
Welder	MOS	YRS
Welder	MOS	YRS

FOOD/BEVERAGE SERVICE

Banquets	MOS	YRS
Bartender	MOS	YRS
Busser	MOS	YRS
Cook	MOS	YRS
Cashier	MOS	YRS
Server	MOS	YRS

Other: _____ MOS ___ YRS

Do you have tools? Yes No
Example: Carpenter, Cement Masonery, Plumbing, Dry Sacking, Dry Wall, Taping, Painting, AutoMechanic, sales clerk, security staff, irrigation fitting, landscaping, Electrical, Lineman, Telecommunications

Do you have certificates for training? If yes, please attach.

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 NO

YES NO

YES NO
