



# 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](mailto: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 MAY 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	

## 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 StoneMason	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**

<b>NAME:</b> <b>COMPANY NAME:</b>	<b>TITLE/POSITION:</b> <b>MAILING ADDRESS:</b>	<b>YEARS KNOWN:</b> <b>TELEPHONE:</b>
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**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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_