



Tribal Employment Rights Office
43408 Oodena Drive
Onamia, MN 56359
(320) 532-4778 Phone
(320) 532-7505 Fax

JOB SKILLS BANK APPLICATION

The information provided on the JOB SKILLS BANK APPLICATION will assist the Tribal Employment Rights Office in matching **qualified**, enrolled Native Americans with placement in their desired work or training. It is important the application be complete and legible. A copy of your **Tribal Enrollment Verification** must be included. Please give a primary/message telephone number to contact you. The Job Search Forms must be completed to remain active in the JS Bank.

Tribal Affiliation: _____ Enrollment #: _____ SS #: ____/____/____

Name: _____ Sex: ___Male ___Female
Last First MI

Mailing Address: _____
City State Zip

County of Residence: _____ Date of Birth: ____/____/____

Primary Telephone #: (____) _____ Message Telephone #: (____) _____

Do you have reliable transportation? ___Yes ___No

Do you have a valid driver's license? ___Yes ___No

List the type of work you are **qualified** for:

1. _____ 2. _____ 3. _____

EDUCATION/TRAINING: High School Diploma ___Yes ___No GED ___Yes ___No

WORK EXPERIENCE:

List the jobs you have had, beginning with your most recent employer.

1. Company: _____ Job Title: _____

Start Date: _____ Date Left: _____ Rate of Pay: \$ _____

Reason for Leaving: _____

Describe job duties (list tasks performed, tools used, and machines operated): _____

2. Company: _____ Job Title: _____
Start Date: _____ Date Left: _____ Rate of Pay: \$ _____
Reason for Leaving: _____
Describe job duties (list tasks performed, tools used, and machines operated): _____

3. Company: _____ Job Title: _____
Start Date: _____ Date Left: _____ Rate of Pay: \$ _____
Reason for Leaving: _____
Describe job duties (list task performed, tools used, and machines operated): _____

OTHER SKILLS:

List other skills you have: i.e. CDL, C.N.A., MS computer, CPR, etc: _____

Would you be interested in possibly obtaining training in the following fields:

Business Careers _____

Computer Careers _____

Health & Human Services _____

Environmental Careers _____

Law Enforcement Careers _____

Trade & Industry Careers _____

Manufacturing Careers _____

Media & Communications _____

Heavy Equipment Careers _____

Specialized Mgmt. Programs _____

Other Career Field(s) Not Listed Above: _____



PLEASE READ THIS CAREFULLY BEFORE SIGNING:

The Mille Lacs Band of Ojibwe Tribal Employment Rights Office is **NOT** responsible for submitting your application for positions advertised through the Mille Lacs Band Government. If you are interested in applying for any posted position in the Mille Lacs Band Government, please contact Human Resources. **Your name will only be used for TERO purposes such as referrals or advertised TERO training. (i.e., your name, and phone number will be referred out to employers, contractors, tribal entities and/or departments of the Mille Lacs Band of Ojibwe for temporary positions).** Your application will be entered into the TERO skills database based upon the information listed on your employment history and/or other experiences, skills, volunteer work or other qualifications you listed on your application. TERO's 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, especially phone numbers and addresses in a timely manner.**

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 the Tribal Employment Rights Office (TERO) and it's 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 release all persons arising out of furnishing the information.

I hereby acknowledge that I have read and understand the above statement.

Signature

Date

*******FOR OFFICE USE ONLY*******

Date Application Received: _____

Information Verified and date: _____

Signature of TERO employee verifying: _____