

FORT PECK TRIBES



## TRIBAL EMPLOYMENT RIGHTS OFFICE

P.O. BOX 1027

POPLAR, MT 59255

PHONE: 406.768.2460 FAX: 406.768.5823

### Application Process

Please fill this application out to the best of your ability. If there are any questions please do not hesitate to ask the TERO staff to assist you.

This application is to be registered in the TERO job skills bank. This does not guarantee you employment. In filling this application out, please be sure to list all your job skills and your certificates. Prospective employers will be viewing your application. Please print legibly and be clear and concise in your answers.

TERO does send out referrals occasionally, for jobs. In order to be fair to all participants we ask that you participate in a daily call-in. This is an automated system done through the phone service. You will need to call in everyday, once a day, Monday – Friday only, no weekends or holidays please. The more you call in during the month the higher your name goes on our referral list, so when we do refer out participants we will go off the daily call in list. The number for the daily sign-in is (406)768-5804.

If we do call you for a job opportunity and you accept but do not show, walk off the job, or voluntarily quit you will be on the do not call list for a period on one (1) month. If there is a second (2) offense you will be on the list for a period of three (3) months, the third offense will be for a period of one (1) year.

Many of the job opportunities that our office does referrals for will require a mandatory pre-employment drug test. If you are unable to pass the test, or your drug test comes back positive, the above measures will also apply.

These measures are in place to insure that we have participants who are ready and willing to work with a quality work ethic. This is also being done to be fair to individuals who are serious about working.

Thank you for your time and giving us the opportunity to work with you. If you need to reach us our new office number is (406)768-2460.

**\*\*PLEASE TEAR OFF THIS FRONT SHEET AND KEEP FOR YOUR INFORMATION\*\***

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**TERO EMPLOYMENT APPLICATION**

Instructions: This application will be maintained in the TERO office for a period of one year. TERO will maintain expired applications for one (1) year from expired date. Please complete all sections of this application. Submit or attach the following documents: 1) Tribal ID or CIB, 2) Copies of any certificated or licenses that you possess, and 3) Other documents that may verify eligibility for preference and job qualifications.

DATE	PRINT FULL NAME	
MAILING ADDRESS	CITY	STATE & ZIPCODE
PRIMARY PHONE	MESSAGE PHONE	Male / Female
DATE OF BIRTH	SSN	For Male Applicants Only: Are you registered with the Selective Service? Yes                      No
Are you a member of a Federally Recognized Tribe? Yes                      No	IF YES, TRIBAL AFFILIATION	ENROLLMENT NO.
TRIBAL STATUS Full                      Associate	If you are a supporter of an Indian Family, Please identify the qualifying name:	VETERAN STATUS    DISCHARGE DATE Yes                      No

**\*\*If you are a member of another Tribe, you must provide documentation of Indian Status to be eligible for Indian Preference\*\***

Do you have a Valid Driver's License?      Yes      No	Do you have a CDL?      Yes      No
State Issued	Type:                      State Issued

Education

High School Name & Location	Do you have a HS Diploma or GED? Yes                      No	If no HS Diploma or GED please enter highest grade completed:
College or University & Location	Degree	Year

Please list types of equipment you can operate and specify make and name / model

**EMPLOYMENT DESIRED & AVAILABILITY – PLEASE LIST JOB(S) THAT YOU QUALIFY FOR:**

1.	2.	3.
Total hours available per week:	Are you legally able to be employed in the US? Yes                      No	Will you accept a job that requires training? Yes                      No

**PLEASE FILL IN THE TOTAL MONTHS (MOS) OR YEARS (YRS) THAT YOU HAVE WORKED IN EACH FIELD:**

**Equipment Operator**

**Building Trades**

**Oilfield**

DOZER	MOS:	YRS:	CARPENTER	MOS:	YRS:	DERRICK HAND	MOS:	YRS:
LOADER	MOS:	YRS:	FRAMER	MOS:	YRS:	FLOOR HAND	MOS:	YRS:
SCRAPER	MOS:	YRS:	PLUMBER	MOS:	YRS:	MOTOR MAN	MOS:	YRS:
CRANE	MOS:	YRS:	ELECTRICIAN	MOS:	YRS:	ROUSTABOUT	MOS:	YRS:
OILER	MOS:	YRS:	PAINTER	MOS:	YRS:	SEISMOGRAPH	MOS:	YRS:
DRILLER	MOS:	YRS:	CEMENT MASON	MOS:	YRS:	CLERICAL	MOS:	YRS:
BLADE	MOS:	YRS:	FLOORING	MOS:	YRS:	WORD PROCESSING	MOS:	YRS:
ROLLER	MOS:	YRS:	INSULATION	MOS:	YRS:	DATA PROCESSING	MOS:	YRS:
BACKHOE	MOS:	YRS:	IRON WORKER	MOS:	YRS:	BOOK KEEPER	MOS:	YRS:
COMBINE	MOS:	YRS:	WELDER	MOS:	YRS:	TYPIST WPM:	MOS:	YRS:
TRACTOR	MOS:	YRS:	MECHANIC	MOS:	YRS:	FILING	MOS:	YRS:
TRUCK DRIVER	MOS:	YRS:	FLAGGER (CERTIFIED)	MOS:	YRS:	PARAPROFESSIONAL	MOS:	YRS:
OTHER	MOS:	YRS:	LABORER	MOS:	YRS:	SURVEYOR	MOS:	YRS:

**PLEASE LIST OTHER EXPERIENCE OR SPECIAL SKILLS**

<b><u>THIS SECTION MUST BE COMPLETED</u></b>	
List 3 work references and phone numbers (no relatives):	
Name:	Phone:
Name:	Phone:
Name:	Phone:

<u>COMPANY NAME</u>	ADDRESS
PHONE	POSITION WORKED
LIST DUTIES	
SALARY	DATES EMPLOYED FROM TO
<u>COMPANY NAME</u>	ADDRESS
PHONE	POSITION WORKED
LIST DUTIES	
SALARY	DATES EMPLOYED FROM TO
<u>COMPANY NAME</u>	ADDRESS
PHONE	POSITION WORKED
LIST DUTIES	
SALARY	DATES EMPLOYED FROM TO

I certify that the facts contained in this application are true and correct to the best of my knowledge. I give permission to TERO to verify employment and education background as specified in the application. This organization gives Indian Preference in employment and training in accordance with Title XVI, Section 401 of the Fort Peck Tribal Employment Rights Ordinance. All TERO referrals may be subject to pre-screening as a condition of their employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY TERO STAFF**

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_