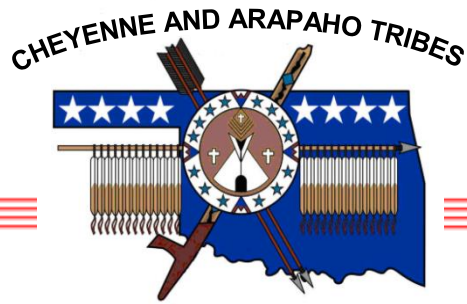


*Department  
of  
Labor*

P.O. Box 67, Concho, OK 73022



*DREAMS-TERO  
Kathleen Tall Bear, Director  
1.800.247.4612. x.27564  
Office (405) 422-7564  
ktallbear@cheyenneandrapaho-nsn.gov*

**Job Skills Bank Application**



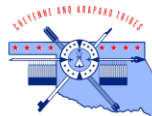
The Cheyenne and Arapaho Tribes established the Tribal Employment Rights Ordinance (TERO) in 1995 to have regulatory authority over non-governmental employment operating within the boundaries of the Cheyenne-Arapaho Tribal (lands) reservations.

Information provided on the Job Skills Bank Application will be used for TERO referral purposes to better match potential job seekers with jobs that may be suited or related to the desired field and/or experience of the applicant. This application does not replace the Cheyenne-Arapaho Tribes Employment Application or the Tribes Department of Business Employment Application.

**Required Documents:**

- Social Security Card
- Tribal ID/CDIB
- Valid ID/Valid Driver's License (if applicable)

**INDIVIDUALS MUST UPDATE THEIR JOB SKILLS BANK APPLICATION  
EVERY SIX (6) MONTHS TO STAY ACTIVE FOR REFERRAL.**



### Personal Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Last First MI

**Mailing Address** \_\_\_\_\_  
 Street City State Zip Code

Phone (\_\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ **E-mail** \_\_\_\_\_

Gender: Male  Female  D.O.B. \_\_\_\_\_ Social Security # \_\_\_\_\_

Are you a member of the Cheyenne & Arapaho Tribe? Yes  No

Are you a member of another recognized Indian Tribe or Band? Yes  No

If yes, give name of Tribal Affiliation: \_\_\_\_\_

If the job requires, do you have a valid Driver's License? Yes  No

Driver's License # \_\_\_\_\_ Type \_\_\_\_\_ State \_\_\_\_\_

Are you willing to commute to work? If yes, how far? \_\_\_\_\_ Yes  No

Do you have available transportation to work? Yes  No

Do you have physical limitations that may impair your job performance? Yes  No

If yes, please explain: \_\_\_\_\_

If yes, please describe what can be done to accommodate your limitations: \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

If yes, date of conviction: \_\_\_\_\_

### Education & Training

Please Submit all applicable transcripts and/or certifications.

	Location	Years Attended	Graduated/Credential
High School			
Trade/Technical School			
College			

### Union

Are you a union member?  Yes  No If yes, give union local #: \_\_\_\_\_

Please list skills, licenses or certificates that may be job-related or that would be beneficial to a job site:

\_\_\_\_\_  
 \_\_\_\_\_

What type of employment status do you prefer? Full-time  Part-Time  Permanent  Temporary

**Date(s) available to work:** \_\_\_\_\_ **Are you currently employed?** Yes  No



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

**Equipment Operator:**

Asphalt Paver      MOS [ ]    YRS [ ]  
 Back Hoe            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 Driver          MOS [ ]    YRS [ ]  
 Roller                MOS [ ]    YRS [ ]  
 Scraper              MOS [ ]    YRS [ ]  
 Screed                MOS [ ]    YRS [ ]  
 Operator            MOS [ ]    YRS [ ]  
 Skidder              MOS [ ]    YRS [ ]  
 Tractor                MOS [ ]    YRS [ ]  
 Truck Driver        MOS [ ]    YRS [ ]

**Other:**

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

**Food/Beverage Service:**

Banquets              MOS [ ]    YRS [ ]  
 Bartender             MOS [ ]    YRS [ ]  
 Busser                MOS [ ]    YRS [ ]  
 Cook                  MOS [ ]    YRS [ ]  
 Cashier                MOS [ ]    YRS [ ]  
 Server                 MOS [ ]    YRS [ ]  
 Butcher                MOS [ ]    YRS [ ]

**Building Trades:**

Asbestos Removal    MOS [ ]    YRS [ ]  
 Brick & Stone Mason MOS [ ]    YRS [ ]  
 Bridge                 MOS [ ]    YRS [ ]  
 Cabinet Installation MOS [ ]    YRS [ ]  
 Carpenter            MOS [ ]    YRS [ ]  
 Cement Mason        MOS [ ]    YRS [ ]  
 Cement Form Setter MOS [ ]    YRS [ ]  
 Cement Finisher     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 [ ]

**Gaming/Hospitality:**

Auditor                MOS [ ]    YRS [ ]  
 Accounting            MOS [ ]    YRS [ ]  
 Cage Operations      MOS [ ]    YRS [ ]  
 Dealer                 MOS [ ]    YRS [ ]  
 Players Club          MOS [ ]    YRS [ ]  
 Host                    MOS [ ]    YRS [ ]  
 Human Resources     MOS [ ]    YRS [ ]  
 Maintenance          MOS [ ]    YRS [ ]  
 Purchasing/Receiving MOS [ ]    YRS [ ]  
 Surveillance          MOS [ ]    YRS [ ]  
 Security                MOS [ ]    YRS [ ]  
 Slots                  MOS [ ]    YRS [ ]  
 Valet Driver          MOS [ ]    YRS [ ]  
 IS/IT                    MOS [ ]    YRS [ ]  
 Housekeeping         MOS [ ]    YRS [ ]

**Clerical:**

10-Key Machine        MOS [ ]    YRS [ ]  
 Microsoft Word        MOS [ ]    YRS [ ]  
 Microsoft Excel        MOS [ ]    YRS [ ]  
 Bookkeeper            MOS [ ]    YRS [ ]  
 Filing                 MOS [ ]    YRS [ ]  
 Receptionist            MOS [ ]    YRS [ ]  
 Typing WPM \_\_\_\_\_

Please, continue on Page 4...



Please use the checked boxes on Page 3 to detail top three (3) skills and certifications:

<b>SKILL #1</b>	(List skills you possess for each section, such as: Laborer, Equipment Operator, Maintenance, Grounds keeping, Clerical, etc.)			
	Journeyman <input type="checkbox"/> Years/exp. _____	Apprentice <input type="checkbox"/> Years/exp. _____	Trainee <input type="checkbox"/> Years/exp. _____	Helper <input type="checkbox"/> Years/exp. _____
Do you have tools and other equipment required by your trade? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If no, what necessary tools are needed? _____				
Do you have a current license or certification if one is required for this skill? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, provide state, date of issue, expiration date and number: _____				
Work Performed: _____				
Work Reference: Name/Title _____ Business _____				
Address _____ Phone _____				

<b>SKILL #2</b>	(List skills you possess for each section, such as: Laborer, Equipment Operator, Maintenance, Grounds keeping, Clerical, etc.)			
	Journeyman <input type="checkbox"/> Years/exp. _____	Apprentice <input type="checkbox"/> Years/exp. _____	Trainee <input type="checkbox"/> Years/exp. _____	Helper <input type="checkbox"/> Years/exp. _____
Do you have tools and other equipment required by your trade? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If no, what necessary tools are needed? _____				
Do you have a current license or certification if one is required for this skill? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, provide state, date of issue, expiration date and number: _____				
Work Performed: _____				
Work Reference: Name/Title _____ Business _____				
Address _____ Phone _____				

<b>SKILL #3</b>	(List skills you possess for each section, such as: Laborer, Equipment Operator, Maintenance, Grounds keeping, Clerical, etc.)			
	Journeyman <input type="checkbox"/> Years/exp. _____	Apprentice <input type="checkbox"/> Years/exp. _____	Trainee <input type="checkbox"/> Years/exp. _____	Helper <input type="checkbox"/> Years/exp. _____
Do you have tools and other equipment required by your trade? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If no, what necessary tools are needed? _____				
Do you have a current license or certification if one is required for this skill? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, provide state, date of issue, expiration date and number: _____				
Work Performed: _____				
Work Reference: Name/Title _____ Business _____				
Address _____ Phone _____				



**Training Interests:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Building Trades Apprentice | <input type="checkbox"/> Construction              | <input type="checkbox"/> Heavy Equipment                 |
| <input type="checkbox"/> Caregiver                  | <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Hospitality                     |
| <input type="checkbox"/> Carpentry                  | <input type="checkbox"/> Electrician               | <input type="checkbox"/> HVAC                            |
| <input type="checkbox"/> CDL Driver                 | <input type="checkbox"/> Facilities/Maintenance    | <input type="checkbox"/> Landscaping                     |
| <input type="checkbox"/> Cement Mason               | <input type="checkbox"/> Flagging                  | <input type="checkbox"/> Plumbing                        |
| <input type="checkbox"/> Clerical                   | <input type="checkbox"/> Food Service              | <input type="checkbox"/> Security Officer                |
| <input type="checkbox"/> Commercial Baking          | <input type="checkbox"/> Gaming Dealer             | <input type="checkbox"/> Welding/Metal Worker            |
| <input type="checkbox"/> Commercial Cooking         | <input type="checkbox"/> Gaming Technician         | <input type="checkbox"/> Other ( <i>Please Specify</i> ) |
| <input type="checkbox"/> Computer Skills            |  |  |

---

**Emergency Contact Information:**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Relationship**

\_\_\_\_\_

**Phone #**

---

**Attestation of Compliance**

The information provided in this application will be entered into the TERO skills database and used to match your education, skills, training, and experience to available TERO positions. Receipt of your application does not imply or guarantee that you will be employed. Your application and entry into the TERO database will provide you opportunities to be notified and be considered for training and any other developmental resources that TERO may make available in the future.

I understand that if TERO is able to locate work for me and I quit the work without notice, or I am terminated for cause, from that employment, I will be placed on a probationary status and will not be eligible for supportive services or referral assistance from TERO for a period of one (1) year. I may still update my information with TERO and use the other resources TERO has available.

I certify that facts contained in this form are true and correct to the best of my knowledge. I authorize investigation of all statements and give permission to the TERO Office when referring my name, qualifications and personal information to any employer for the possible recruitment of employment and/or throughout my job search.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Received By: \_\_\_\_\_

Application Complete?  Yes  No

Items on File:  Tribal ID  Resume  Certifications

Verification of Information by: \_\_\_\_\_

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

