

TERO APPLICATION

SHOSHONE-PAIUTE TRIBES, P.O. BOX 219, OWYHEE, NV 89832

Phone: 775-757-2921, Fax: 775-757-2910, Website: www.shopaitribes.com

The Shoshone-Paiute Tribes' TERO Applications are to be received and stamped in by the Newe-Numa Program Office Assistant.

GENERAL INSTRUCTIONS

Your supporting documents (high school diploma, college transcripts, certificates of completion, letters of recommendation, driver's license, tribal identification, etc) must be attached to your application.

1. Please type or print clearly in dark ink and **sign your application in ink.**
2. All applications will be screened by the TERO Compliance/Safety Officer. Incomplete or illegible applications will not be considered for interviews.
3. The Shoshone-Paiute Tribes is not responsible for applications that are misdirected, lost in the mail, or lost as a result of transmitting by fax.

**Please keep a copy of your application materials.
Copies can be provided at 10 cents per page.**

VETERANS'/DISABLED VETERANS'/VIETMAN ERA PREFERENCE

To obtain Veterans' preference when applying with the Shoshone-Paiute Tribes, you must meet ALL of the following criteria.

1. You must have serviced in the Armed Forces for a period of more than 180 consecutive days unless you were discharged because of a service-connected disability.
2. You must have been released or discharged with other than a dishonorable/undesirable discharge.
3. **You must attach a copy of your DD214/DD215 to your application.**
4. **Disabled Veterans' Preference-**You must provide VA Certification.

EMPLOYMENT HISTORY INSTRUCTIONS

The information you provide in the "Employment History" section will be used to evaluate whether you meet the minimum qualifications for various jobs that become available. Starting with your current or most recent job, list all your jobs (paid or volunteer).

1. **Critical:** If you held more than one position within the same company, list each position as a separate job in the "Employment History" section. Provide your duties as well as beginning and ending dates and hours worked per week for each position.
2. **Critical:** Clearly describe all your duties. If you description of work in the "Employment History" section is *too brief and/or insufficient* to determine if you meet the qualifications for various jobs, *you may not be considered* for those positions.

A RESUME WILL NOT SUBSTITUTE FOR COMPLETION OF THE EMPLOYMENT HISTORY SECTION.

Complete each box: If you do not provide all the information in the "Employment History" section, *no credit will be given* for that job.

It is the responsibility of the applicant to make sure all required documentation is attached to the application. If there are any questions, please ask the TERO Compliance/Safety Officer.

Shoshone-Paiute Tribes' TERO Application
Please complete the following information:

CONTACT INFORMATION

NAME (LAST, First)			HOME TELEPHONE (include area code):
MAILING ADDRESS:			WORK TELEPHONE (include area code):
CITY:	STATE:	ZIP CODE:	EMAIL ADDRESS:

INDIAN/NATIVE AMERICAN STATUS (*Provide a copy of enrollment card)

<input type="checkbox"/> Shoshone-Paiute Enrolled Member Enrollment No.:	<input type="checkbox"/> Shoshone-Paiute Non-Enrolled Member
<input type="checkbox"/> Other Indian (Tribe/Agency) Enrollment No.:	<input type="checkbox"/> Other:

VETERANS' PREFERENCE-*To receive credit, attach a copy of your DD214/DD215*

Date of Entry (M-D-Y):	Date of Discharge (M-D-Y):	Branch of Service:
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DISABLED VETERANS' PREFERENCE-*To receive credit, you must provide VA Certification.*

TYPE OF EMPLOYMENT DESIRED

1.
2.
3.

EDUCATION/TRAINING

School	Address (City, St.ate)	Dates Attended	Graduate (Yes/No)	Course of Study/Degree
High School				
College/University				
Other				

LICENSE/REGISTRATION/CERTIFICATE

List any licenses, registrations, certificates, Commercial Driver's License (CDL), etc.

**COPY MUST BE ATTACHED*

Description	State	Number	Expiration

EMPLOYMENT HISTORY

Job Number 1 (current or most recent position)

Employer Name:	Employer Address:
Type of Business:	Employer Phone Number:
Your Job Title:	Supervisor's Name:
From (Month/Year):	To (Month/Year):

May we contact this employer? Yes No

DUTIES (List all duties you performed. No credit will be given if this section is not completed):

Reason for leaving this position:

Job Number 2

Employer Name:	Employer Address:
Type of Business:	Employer Phone Number:
Your Job Title:	Supervisor's Name:
From (Month/Year):	To (Month/Year):

May we contact this employer? Yes No

DUTIES (List all duties you performed. No credit will be given if this section is not completed):

Reason for leaving this position:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Would you accept a job that would require training? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Would you accept training prior to a job? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do you have reliable transportation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Do you have a valid driver's license? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| a. If yes, in what state: _____ (please provide a copy) | | |
| 5. Do you have any physical conditions or handicaps that may limit your ability? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments:

<p>I understand that this intake will be accepted subject to the following conditions:</p> <ul style="list-style-type: none"> • I voluntarily give the Tribal Employment Rights Office staff the right to conduct a reference check on my past employment with any previous/current employers and/or character references as specified in the context of this application. • I also release from all liability or responsibility all persons, companies, or organizations supplying such information. 	
Signature:	Date:

SKILLS QUESTIONNAIRE

Please check the following skills you have used:

Accounting/Bookkeeping/Banking	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Clerical/Secretarial/Office Admin	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Medical Office/Medical Records	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Data Entry	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Supervising/Management	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Social Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Tutor/Teacher Aide	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Teaching/Education	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Librarian	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Counseling	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Recreation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Child Care	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Personal Care Aide/Chore Worker	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Cook/Baker (Commercial/Restaurant)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Retail Sales	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Shipping & Receiving	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Warehousing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Janitorial/Custodian/Maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Security Guard	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Firefighting/Camp Crew	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Ranching/Farm Work/Cowboy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Auto/Diesel Mechanics	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Auto Body	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years

Flagging, current certification: Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Commercial Driver License (CDL), current: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>*In what state? (provide copy)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Landscaping	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Roofing	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Drywall	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Plumbing	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Masonry	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Electrical	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Carpentry	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Welding	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Cement Finish	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Cabinet Work	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Painting	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Hanger/Taper/Texturizing	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Heavy Equipment Operator	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Road Construction	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years
Paving/Grading	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> 1-6 months <input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6 months-1 year <input type="checkbox"/> 4+ years

SPECIALIZED SKILLS AND KNOWLEDGE

List skills or knowledge that show your ability to perform the job for which you are applying (such as typing speed, computer languages or software programs, foreign languages, etc.). **Attach additional pages as needed.**