



Kiowa Tribe

P.O. Box 369 · Carnegie, Oklahoma · 73015

Phone: (405)212-8774 TRIBAL
EMPLOYMENT RIGHTS OFFICE

Email: John.simmons@kiowatribe.org

Job Skills Bank Application



TERO

The Kiowa Tribe established the Tribal Employment Rights Ordinance (TERO) in 1996 to have regulatory authority over non-governmental employment operating within the boundaries of the KCA (Kiowa, Comanche, Apache) lands.

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 application. This application does not replace the Kiowa Tribe 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 _____
 Last First MI Date

Mailing Address _____
 Street City State Zip Code

Phone (____) _____ Phone (____) _____ Email _____

Gender: Male Female DOB: _____ Social Security # _____

Are you a member of the Kiowa 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? _____

Do you have available transportation to work? Yes No

Do you have physical limitations that may impair you job performance?

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 and Training

Please submit all applicable transcripts and/or Certifications

	Location	Years Attended	Graduation/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 _____
 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 _____
 Typing WPM _____

Please, continue on Page 4...

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

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

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

Skills #3	(List skills you possess for each section, such as: Laborer, Equipment Operator, Maintenance, Grounds keeping, Clerical, etc.)			
Journeyman Years/exp. ____	Apprentice Years/exp. ____	Trainee Years/exp. ____	Helper Years/exp. ____	Other (explain) _____
Do you have tools and other equipment required by your trade? Yes ____ No ____				
If no, what necessary tools are needed? _____				
Do you have a current license or certification if one is required for this skill? Yes ____ No ____				
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"/> CDI 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 (Please Specify) |
| <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 considered for training and 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: _____