



# Tribal Employment Rights Office

## Mille Lacs Band TERO

TERO Director: Lori Trail

Phone: 320 / 630-2617 - Fax: 320 / 532-3785 (Attn: TERO)

Email: [Lori.Trail@millelacsband.com](mailto:Lori.Trail@millelacsband.com)

TERO Office Location: **DI Aanjibimaadizing Building**  
 43500 Migizi Drive  
 Onamia, MN 56359

TERO Mailing Address: **Mille Lacs Band TERO**  
 43408 Oodena Drive  
 Onamia, MN 56359

### TERO REFERRAL APPLICATION - JOB SKILLS BANK

The information provided on the JOB SKILLS BANK - TERO REFERRAL APPLICATION will assist the Tribal Employment Rights Office in matching qualified, enrolled Native Americans with placement in their desired work. It is important that your tribal affiliation is verified and that the TERO referral application is complete and legible.

Tribe:	Tribal Enrollment #:
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A copy of your Tribal Identification Card is required. If you do not have a copy of your Tribal ID, the TERO office will accept a copy of an official enrollment document from your tribe, along with a government issued Photo ID.

#### Personal Information

First Name:		Middle Initial:		Last Name:	
Address:			City:		State:      Zip Code:
Email Address:				County of Residence:	
Primary Phone Number:			Alternate or Message Phone Number:		
Date of Birth:			Social Security Number:		
Do you have driving privileges? <b>Yes / No</b>		If yes, is your Driver's License valid? <b>Yes / No</b>		Do you have reliable transportation? <b>Yes / No</b>	
Type of DL: <u>Permit</u> - <u>Regular Class D</u> - <u>CDL Class C</u> - <u>CDL Class B</u> - <u>CDL Class A</u>					
Are you a U.S. Military Veteran? <b>Yes / No</b>	Branch of Service:		Service Entry Date:	Service Release Date:	
Are you a High School Graduate? <b>Yes / No</b>		High School City, State:			Graduation Year:
If offered, would you be interested in participating in a construction trades training sponsored through the TERO Office? <b>Yes / No</b>					
Do you have any physical or medical limitations that may prevent you from performing basic manual labor? <b>Yes / No</b>					
If yes, please explain;					

Previous TERO Project Experience			
Project	Contractor	Position & Duties Performed	Dates

Education, Training Certifications & Apprenticeships			
Type	School or Institution Name	School or Institution Location (CITY, STATE)	Certificate/Diploma
College			
Technical School			
Trade Certificate			
Union Apprenticeship			

Other Work Experience			
Employer: _____			
Address: _____		City: _____	State: _____ Zip Code: _____
Business Phone #: _____		Employment Start Date: _____	Employment End Date: _____
Position: _____	Duties: _____		Supervisor: _____
Employer: _____			
Address: _____		City: _____	State: _____ Zip Code: _____
Business Phone #: _____		Employment Start Date: _____	Employment End Date: _____
Position: _____	Duties: _____		Supervisor: _____

Summary of Professional Skills & Experience			
Years / Months	Trade	Years / Months	Trade
___ / ___	Asbestos Worker; heat & frost insulator	___ / ___	Painter; sprayer
___ / ___	Boilermaker	___ / ___	Painter; brush & roller
___ / ___	Bricklayer	___ / ___	Painter; other _____
___ / ___	Terrazzo; _____	___ / ___	Glazier
___ / ___	Tile; _____	___ / ___	Plasterer
___ / ___	Carpenter; _____	___ / ___	Cement Mason / Concrete Finisher
___ / ___	Electrician; _____	___ / ___	Plumber
___ / ___	Power Equipment Operator; _____	___ / ___	Roofer
___ / ___	Ironworker	___ / ___	Sprinkler Fitter
___ / ___	Laborer; asbestos abatement	___ / ___	Sheet Metal Worker
___ / ___	Laborer; general	___ / ___	Operator; loader
___ / ___	Laborer; other _____	___ / ___	Operator; backhoe, excavator, trackhoe
___ / ___	Drywall; finisher/taper	___ / ___	Truck Driver
___ / ___	Articulated Hauler	___ / ___	Off-Road Truck
___ / ___	Boom Truck	___ / ___	Piledriver
___ / ___	Flag Person	___ / ___	Pipelayer
___ / ___	Millwright	___ / ___	Traffic Control Person

Please list of any other Trades Skills or Trades Experience you would like contractors to consider.

# TERO APPLICANT ACKNOWLEDGEMENT/RESPONSIBILITIES

## Acknowledgement that the information provided on my TERO application is complete.

Please read carefully, check "Yes" and initial.

I am confirming that the information that I have provided on this application is true and complete to the best of my knowledge, understanding that the information that I have provided here, may be investigated or verified to determine eligibility for TERO program services. I acknowledge that any misrepresentation, falsification or omissions could result in disqualification, and that if a discrepancy is discovered after the fact, this information may result in dismissal and/or disqualification from TERO services.

Yes \_\_\_\_\_

## Acknowledgement that I understand what my personal responsibilities.

Please read carefully, check "Yes" and initial.

I confirm that the information I provided on my TERO Application is true and complete to the best of my knowledge. I understand that the information I provided on my TERO Application may be verified or investigated. I acknowledge that any misrepresentation, falsification or omissions could disqualify me from TERO services. Discrepancy discovered after the fact, may result in dismissal and/or disqualification from TERO services.

Yes \_\_\_\_\_

## Acknowledgement that I understand what my personal responsibilities.

Please read carefully, check "Yes" and initial.

By accepting employment with a Construction Contractor on a Tribal Project, I am agreeing to abide by the company's employee handbook and/or company policies & procedures, paying close attention to performance, conduct and attendance. I understand that it is my responsibility to provide any and all identifications or license that are requested by the company. I further understand that it is my personal responsibility to complete my work assignment with each contractor in good standing to ensure my continued eligibility for referral through the TERO Office. TERO agreements with contractors DO NOT waive my obligation to be prepared, punctual and productive on the jobsite. If I am terminated for "Good Cause", I understand that I will be suspended from TERO services for one calendar year after the termination.

Yes \_\_\_\_\_

## Acknowledgement that I understand what my personal responsibilities are with the TERO Office.

Please read carefully, check "Yes" and initial.

I understand that it is my responsibility to maintain REGULAR MONTHLY CONTACT with the TERO Office. This is for keeping my contact information, employment status and any newly acquired skills updated. Regular contact maintains an "ACTIVE" status for our TERO Referral List that is shared with Construction Contractors working on Tribal Projects.

Yes \_\_\_\_\_

## Authorized Agreement & Signature Section

Please read the following statement, then sign and date this form acknowledging that you understand your responsibilities for working with the TERO Office and with Construction Contractors on Tribal Projects.

By signing this application, I am acknowledging that I have read and understand all of the statements outlined here, and I agree to abide by the responsibilities mentioned in these statements to ensure my continued eligibility for TERO services. To maintain an "Active & Available" TERO status, I will make regular monthly contact with the TERO office. And I will reach out to the TERO office any time that my contact information changes, to report those changes.

TERO Applicant Signature

Date



# Tribal Employment Rights Office

## Mille Lacs Band TERO

### TERO REFERRAL APPLICATION - JOB SKILLS BANK

\*\*\*\*\* THIS PAGE IS FOR OFFICE USE ONLY \*\*\*\*\*

VERIFICATION OF TRIBAL AFFILIATION:

RECEIVED COPY OF APPLICANT'S TRIBAL ID CARD - or -

\_\_\_\_\_

RECEIVED COPY OF TRIBAL ENROLLMENT DOCUMENT FROM A FEDERALLY RECOGNIZED TRIBE, ALONG WITH A GOVERNMENT ISSUED PHOTO ID CARD

\_\_\_\_\_

TERO APPLICATION COMPLETE

TERO APPLICATION SIGNED BY APPLICANT

TERO INTERVIEW COMPLETED

TERO APPLICATION ENTERED INTO JOB SKILLS BANK

**REQUESTED DOCUMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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TERO STAFF SIGNATURE

DATE

TERO Staff Interview Notes:

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