



**TOHONO O'ODHAM NATION
TRIBAL EMPLOYMENT RIGHTS OFFICE**

P.O. Box 40 Sells, Arizona 85634
Direct Line (520) 383-3304 Tucson Line (520) 547-8160
Fax (520) 383-2781 Email: tero@toua.net



These instructions will serve as a guide for all individuals seeking employment through the T.E.R.O. hiring hall. When filling out the application notice the front page on the top right hand corner "Application Resume." This application should be treated as such and be properly filled using good penmanship, grammar and spelling. Should you require further assistance please do not hesitate to ask, our staff will be happy to assist you.

HOW TO COMPLETE THE T.E.R.O. APPLICATION

There are three sections to the TERO application.

SECTION 1: DEMOGRAPHICS

- Complete a TERO Application to bring to get scheduled for Orientation and interview.
- Required Documents Tribal ID or CIB and Social Security Card.
- Orientation and interview are held every Wednesday, excluding holidays. Your efforts to be on time are also an indication of your willingness to be at the jobsite on time.
 - Sells: Orientation held virtually every Wednesday at 9:00 a.m.
- Plan to spend about an hour to go through the entire orientation and interview process.
- Answer all questions on the application and provide requested information. Indicate "N/A" in the space if the question or requested information does not apply.
- Recommended but not required to attach the following; a copy of your high school diploma or GED, college degree, training certificates, any recommendation letters.

SECTION II: EMPLOYMENT HISTORY

List all previous employers you have worked for, include all paid, unpaid and volunteer work. Begin with the most recent job with emphasis on dates, duties, responsibilities and addresses.

- A resume may be submitted with your application; however, you will still need to complete the application.

SECTION III: JOB TITLES AND SKILLS

- List the skills from the skill inventory sheet. List only the skills that you have acquired during employment/training.



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EMPLOYMENT
APPLICATION
AND RESUME

SECTION I DEMOGRAPHICS

Social Security Number: _____ - _____ - _____ Tribe/District: _____

Tribal Enrollment Number: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Place of Current Residence: _____

Home Telephone Number: 1. (_____) _____ - _____

Cell Number: 2. (_____) _____ - _____

Message/Emergency Telephone Number: 3. (_____) _____ - _____

Email Address: _____

Gender: Male ☐ Female ☐ Birthdate: _____ / _____ / _____

Do you have a valid driver's license? Yes ☐ No ☐

Class A ☐ Class B ☐ Class C ☐ Class D ☐

Have you ever been arrested for any crime? Yes ☐ No ☐ Felony ☐ Misdemeanor ☐

If yes list date, charge, place, court and action taken: _____

Who referred applicant? Self ☐ Federal/Local Agency ☐ Friend ☐

Are you a Veteran? Yes ☐ No ☐ If yes please attach copy of DD Form 214

Type of employment you are seeking? _____

Are you willing to work:

Regular Yes ☐ No ☐

Shift Yes ☐ No ☐

Rotating Yes ☐ No ☐

Local Yes ☐ No ☐

Part-Time Yes ☐ No ☐

Temporary Yes ☐ No ☐

On-Call Yes ☐ No ☐

Travel Yes ☐ No ☐

Relocate Yes ☐ No ☐

EDUCATIONAL DATADiploma: ☐ G.E.D. ☐ Date of Graduation/G.E.D. received: _____

Name of High School/Facility where GED was received: _____

City: _____ State: _____

(Use separate sheet of paper to add more)

Degree: Yes ☐ No ☐ Certificate: Yes ☐ No ☐ Type: _____ Date of Graduation: _____

Name of college: _____

City: _____ State: _____

Field of Study: _____

Certificate: Yes ☐ No ☐

Date of Graduation: _____

Name of Trade School: _____

City: _____ State: _____

Field of Study: _____

SECTION II**EMPLOYMENT DATA**

(Use separate sheet if needed)

Mo. Yr.

Start: _____ / _____ Title/Position: _____

End: _____ / _____ Name of Employer: _____

Hours/Week _____ Street or location _____

Pay Rate _____ City _____ State _____ Zip Code _____

Supervisor _____

Phone (_____) _____ - _____ Contact Yes ☐ No ☐

Job Duties: _____

Termination Reason:

- ☐ 1 – Reduction in force
☐ 2 – Job complete
☐ 3 – Retired
☐ 4 – Seek other job
☐ 5 – Sickness

- ☐ 6 – Personal reason
☐ 7 – Leaving Town
☐ 8 – Fired
☐ 9 – Currently employed
☐ 10 – Volunteer

Explanation: _____

EMPLOYMENT DATA

Mo. Yr.
Start: _____ / _____ Title/Position: _____
End: _____ / _____ Name of Employer: _____
Hours/Week _____ Street or location _____
Pay Rate _____ City _____ State _____ Zip Code _____
Supervisor _____
Phone (_____) _____ - _____ Contact Yes ☐ No ☐

Job Duties: _____

Termination Reason:

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Explanation: _____

JOB SKILLS

[illegible]

Signature: _____
(Signature)

Date: _____

Orientation Date: _____

Comments:

[illegible]