



BISHOP TRIBAL EMPLOYMENT RIGHTS COMMISSION

50 TU SU LANE ■ BISHOP, CA 93514 ■ PHONE 760-873-7893 ■ FAX 760-873-3982

BISHOP TRIBAL EMPLOYMENT RIGHTS ORDINANCE JOB SKILLS BANK POLICY

The Job Skills Bank is a pool of individuals who are seeking employment in various fields and is open to anyone who wants to apply. The Bishop TERO Office will establish and maintain a Job Skills Bank to assist employers and contractors in placing TERO Clients in jobs/positions that may be suited or related to the desired field. The length of a temporary job can vary, as some jobs are 1 week in length and some jobs are several weeks or months, but temporary jobs do not exceed 6 months.

The Job Skills bank will be updated on a regular basis, but in no case less than once every three months.

Once listed in the Job Skills Bank, it is the responsibility of all applicants to adhere to the following:

- Must fully complete a TERO job skills application and provide required documentation.
 - Provide proof of certification or license if listed on your application.
 - To enable TERO to serve you better please make weekly contact by coming into the TERO office or you may call the office to provide your status for employment.
 - Be prepared for possible employment interview.
 - Be prepared for hiring (have current drivers license or valid identification, and your social security card available).
 - Be prepared for a drug/alcohol screening.
 - Take advantage of TERO's sponsored workshops and training to enhance your employability skills when it pertains to your employment goals.
 - It is your responsibility to continually update your job skills profile. Must update every 3 months.
1. Failure to notify TERO of changes involving your mailing address or contact number could inactivate your application until you come into the office and make changes. TERO staff cannot alter your application.
 2. Those registered in the Job Skills Bank will be called out on their level of experience, position and employment history based upon the need from the hiring employer/contractor.
 3. TERO does ensure that Indian Preference be enforced when referred to jobs on the Bishop Paiute reservation.
 4. The TERO office is only responsible for the referral of clients and is not responsible for any hiring. The selection of hiring is made by the Employer/Contractor.

Signature

Date