



HOW TO CREATE A YAKAMA NATION TERO FILE

You may create a file at the Yakama Nation TERO Office located at **410 S. G Street, Toppenish, WA 98948**. The Yakama Nation TERO office maintains a “Skills Bank” of people that are available for employment. Employers & contractors submit requests for skilled workers from the local workforce that have a current TERO file and Yakama Nation TERO staff searches the skills bank for the individuals that meet the qualifications of the position requested. Your file may be updated as often as you please and the more information in your file increased your opportunity of being referred to a position. Files are active for 180 days (6 months) if we don't hear from you within that time your file will shift to inactive which could result in missed opportunity. TERO ask that you check in on a regular basis to assist you more with potential employment.

FILING IN PERSON

It is always helpful if you bring any information or paperwork that will help us understand your qualifications. For example, if you have certificates, diplomas, resume and any other information that will help. You may also bring in references of people that know your work history and information on how we may contact them.

BY TELEPHONE

Although we do not take applications over the phone, you can get the process started over the phone. You can call the Yakama Nation TERO Office at **(509) 314-6701** to submit basic information about your skills and availability for employment or if you have questions.

APPLICATION

The application includes the following information:

- Your Name, address, telephone number, and email address
- Proof of Identification (tribal enrollment card, Certificate of Indian blood, Driver's license or State ID. Social Security card
- If you receive SNAP Benefits (Supplemental Nutrition Assistance Program) Food Stamps you will need to bring in your award letter.
- Resume, Certificates, diploma and any other information that will help with your employment. (CPR, flagging, fork lift cards)
- References (employment history)
- Sign and date your application

Don't forget to sign your application, if you do not sign it we cannot refer you to an employer. Your application will be reviewed and if more information is needed we will contact you. The Yakama Nation TERO Staff are available to assist you with any questions you may have. TERO is open Monday – Friday 8:00 – 5:00