LTBB Temporary Employee Information

Name: ____________________________________________

Phone Number: ____________________________________

1. What type of temporary work are you interested in? Check all that apply.

☐ Office work/clerical: answering phones, filing, etc.
☐ Special projects: labeling and stuffing mailings, etc.
☐ Maintenance Work: cleaning, grounds maintenance, equipment maintenance, setting up and breaking down meeting rooms, etc.
☐ Specialty technical work: Environmental or Natural Resources field work
☐ Other: ___________________________________________

2. Please rate your computer program knowledge from 1 to 5, with one being “never used the software” to 5 being “completely independent use of the software program with more advanced functions.”

3. Microsoft Word: ______
Microsoft Excel: ______
Microsoft Publisher: ______
Microsoft Access: ______
Microsoft Outlook: ______
GIS: ______

4. Please list any other computer program knowledge and/or computer experience you have and how you would rate yourself?
Answer: ___________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

5. Please circle Y or No on your availability for temp jobs and fill in the times that you would be available? (Days of the week/hours of the day)

Monday: Available: Y or N From:__________ To:__________
Tuesday: Available: Y or N From:__________ To:__________
Wednesday: Available: Y or N From:__________ To:__________
Thursday: Available: Y or N From:__________ To:__________
Friday: Available: Y or N From:__________ To:__________
Saturday: Available: Y or N From:__________ To:__________
Sunday: Available: Y or N From:__________ To:__________
6. Please rate the following seasons of year from 1 to 4, with one being the best time of year for your availability/interest and 4 being the worse time of year for your availability/interested in temporary work assignments.

   Spring: (March-May) ______
   Summer: (June-Aug.) ______
   Fall: (Sept-Nov.) ______
   Winter: (Dec-Feb.) ______
   Anytime: ______

7. Are you interested in temporary work that has a potential to become part-time or full-time employment with LTBB? Answer:______________________________

8. Please list any skills (i.e. certificates, training, experience, etc...) that you may have that you feel would be an asset as an employee of the LTBB Tribal Government.

   Answer:__________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

9. Check any skills/hobbies you have developed through your education and training or through your volunteer, homemaking or traditional labor market work experiences:

   ___ Accounting  ___ Bookkeeping  ___ Budgeting
   ___ Bookkeeping  ___ Electrical  ___ Food Service
   ___ Calculator/10-key ___ Filing  ___ Fund Raising
   ___ Carpentry  ___ Fund Raising  ___ Fundraising
   ___ Community Organizing ___ Interviewing  ___ Maintenance
   ___ Cooking/Culinary Arts ___ Maintenance  ___ Fundraising
   ___ Counseling  ___ Medical  ___ Fundraising
   ___ Custodial  ___ Painting  ___ Fundraising
   ___ Data Entry Operation ___ Personal Computer Use  ___ Fundraising
   ___ Drafting  ___ Programming  ___ Fundraising
   ___ Drafting  ___ Programming  ___ Fundraising
   ___ Driving  ___ Printing  ___ Fundraising
   ___ Drafting  ___ Writing  ___ Fundraising
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   Traditional Native Artwork/Activities:________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

10. We would like to know how you heard about the Temporary Worker Pool here at the LTBB Tribal Government. Please put an (X) on the appropriate spaces below.

   LTBB H.R. Dept  ___  LTBB Employee  ___
   LTBB Web Site  ___  LTBB Member  ___
   TV/Radio Ad  ___  Friends/Relative  ___
   Counselor/Advisor  ___  Recruiting Fair  ___
   Flyer/Brochure  ___  Personal Research  ___
   Odawa Trails  ___  Other Newspaper  ___
   College/University  ___  Other:_______________________________

   Miigwetch.

HR-01 Attachment #1 2013