

# Seneca Nation Training & Employment Resource Center

## Job Skills Inventory Form

Cattaraugus Territory  
23 Thomas Indian School Drive  
Irving, NY 14081  
716-532-1033



Allegany Territory  
3674 Administrative Drive  
Salamanca, NY 14779  
716-945-8120

### Section I

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Enrolled Seneca?  yes  no Enrollment #: \_\_\_\_\_

Are you a current/past program participant? (477, VR, HSED)  yes  no

Do you have internet access?  yes  no

Do you have a valid driver's license?  yes  no In which state \_\_\_\_\_

Do you have a CDL?  yes  no CDL- A  CDL- B

Do you rely on public transportation?  yes  no Any other endorsements? \_\_\_\_\_

Are you willing to commute?  yes  no If yes, How far? \_\_\_\_\_ miles

Do you have reliable transportation?  yes  no

Are you currently employed?  yes  no Are you a Veteran?  yes  no Branch: \_\_\_\_\_

Are you a current Union Member?  yes  no Local #: \_\_\_\_\_

### Education/Training:

Education	Name & Location	Dates Attended	Graduated	Degree/Field
High School			<input type="checkbox"/> yes <input type="checkbox"/> no	
HSED or GED			<input type="checkbox"/> yes <input type="checkbox"/> no	Would you be interested in obtaining it? <input type="checkbox"/> yes <input type="checkbox"/> no
College			<input type="checkbox"/> yes <input type="checkbox"/> no	
Trade/Technical School			<input type="checkbox"/> yes <input type="checkbox"/> no	

### Certifications:

\_\_\_\_\_  
\_\_\_\_\_

## Section II

Please fill in whether you have experience in in field, and how long if you do have experience

### Equipment Operator:

	YES	NO	How Long?
Asphalt Paver	<input type="checkbox"/>	<input type="checkbox"/>	_____
Back Hoe	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bulldozer	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crane	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dump Truck	<input type="checkbox"/>	<input type="checkbox"/>	_____
Excavator	<input type="checkbox"/>	<input type="checkbox"/>	_____
Forklift	<input type="checkbox"/>	<input type="checkbox"/>	_____
Front Shovel	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grader	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loader	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pile Driver	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roller	<input type="checkbox"/>	<input type="checkbox"/>	_____
Scraper	<input type="checkbox"/>	<input type="checkbox"/>	_____
Screed	<input type="checkbox"/>	<input type="checkbox"/>	_____
Skidder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tractor	<input type="checkbox"/>	<input type="checkbox"/>	_____
Truck Driver	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Culinary/ Food Service:

	YES	NO	How Long?
Banquets	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bartender	<input type="checkbox"/>	<input type="checkbox"/>	_____
Busser	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chef/Cook	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cashier	<input type="checkbox"/>	<input type="checkbox"/>	_____
Server	<input type="checkbox"/>	<input type="checkbox"/>	_____
Butcher	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Clerical Skills:

	YES	NO	How Long?
Adding Machine	<input type="checkbox"/>	<input type="checkbox"/>	_____
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	_____
Receptionist	<input type="checkbox"/>	<input type="checkbox"/>	_____
Filing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bookkeeper	<input type="checkbox"/>	<input type="checkbox"/>	_____
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	_____
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	_____
Publisher	<input type="checkbox"/>	<input type="checkbox"/>	_____
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Building Trades:

	YES	NO	How Long?
Asbestos Removal	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brick & Stone Mason	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cabinet Installation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Iron Worker	<input type="checkbox"/>	<input type="checkbox"/>	_____
Carpenter	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cement Mason	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofer	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plumber	<input type="checkbox"/>	<input type="checkbox"/>	_____
Steamfitter	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drywall	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrician	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fence Builder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Finish Carpenter	<input type="checkbox"/>	<input type="checkbox"/>	_____
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	_____
Spray Foam	<input type="checkbox"/>	<input type="checkbox"/>	_____
Laborer	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Other:

	YES	NO	How Long?
Flagger / Traffic Control	<input type="checkbox"/>	<input type="checkbox"/>	_____
Laborer	<input type="checkbox"/>	<input type="checkbox"/>	_____
Logging	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mill Worker /	<input type="checkbox"/>	<input type="checkbox"/>	_____
Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	_____
HVAC	<input type="checkbox"/>	<input type="checkbox"/>	_____
Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	_____
Warehouse	<input type="checkbox"/>	<input type="checkbox"/>	_____
Welding	<input type="checkbox"/>	<input type="checkbox"/>	_____
Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Horticulture	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Able to Read Blue Prints	<input type="checkbox"/>	<input type="checkbox"/>	_____
Do you understand Building Codes	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Gaming/ Hospitality:

	YES	NO	How Long?
Finance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Table Games Dealer	<input type="checkbox"/>	<input type="checkbox"/>	_____
Housekeeping/EVS	<input type="checkbox"/>	<input type="checkbox"/>	_____
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Marketing/Promotions	<input type="checkbox"/>	<input type="checkbox"/>	_____
IT	<input type="checkbox"/>	<input type="checkbox"/>	_____
Security	<input type="checkbox"/>	<input type="checkbox"/>	_____
Slots	<input type="checkbox"/>	<input type="checkbox"/>	_____
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food & Beverage	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tourism	<input type="checkbox"/>	<input type="checkbox"/>	_____
Management	<input type="checkbox"/>	<input type="checkbox"/>	_____
Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	_____

Do you have medical documentation to certify your limitations?  yes  no

Do you have any physical limitations that would impair your job performance?  yes  no

Please provide a brief explanation: \_\_\_\_\_

Are you able to stand long periods of time?  yes  no How long? \_\_\_\_\_

Are you able to understand and take directions well?  yes  no Please explain \_\_\_\_\_

Do you have the necessary tools for your Employment Choice?  yes  no

Based on current skills in Section II, what are your employment interests?

1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_

I certify that answers given herein are true and complete to the best of my knowledge. I agree that:

- TERC is authorized to make such investigations and inquiries, as may be necessary, for confirming my eligibility and qualifications for the skills listed on this application.
- That it is my responsibility to update this application and the information it contains on a regular basis every six months. Your address and phone number need updated as it changes.
- That TERC prioritizes job referrals to those employment seekers who meet the qualifications the employer is seeking and who are actively working with the Seneca Nation TERC dept.
- The information provided in this application will be entered into the TERC skills database and used to match your education, skills, training, and experience to available positions. Receipt of your application does not imply or guarantee that you will be employed. You must keep contact information current.
- You may be subject to a background check and drug test by some employers including the Seneca Nation.

I authorize the release of any and all information included on this form(s) for the purpose of obtaining employment.

\_\_\_\_\_  
**Print Name Clearly**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

FOR OFFICE USE ONLY	
Date received:	_____
Date entered into database:	_____