



**Keweenaw Bay Indian Community
Tribal Employment Rights (TERO/EEO)**

Debra L. Picciano, Director

*Tribal Center, 16429 Beartown Road, Baraga, MI 49908
(906) 353-4167 Fax 353-7540*



KBIC TERO - Pre-employment/Job Readiness Assistance Fund Policy

PURPOSE OF FUNDING: The purpose of this fund is to allocate money to individual KBIC Tribal Member job seekers who are in need of assistance in gaining employment. Job seekers may utilize the Job Readiness Assistance Fund up to **\$150 per person every three [3] calendar years for various demands from employers in order to be employed.**

****Unemployed applicants have first priority****

Fund Requests: The request for funds **must** be job related. Each request will be taken on a case-by-case basis. **Applicants must be unemployed or newly employed within past 30 days, or seeking training funds for employment.**

Such requests are, but not limited to: Equipment (boots, radios, clothes etc.), Pre-Employment Physicals and Drug Tests, Travel (gas money or bus ticket to training), Job Certifications (auto mechanic certificates, CDL permit costs or CDL test).

****The Fund will not cover legal fees, fines, household bills or expenses****

Service Area: KBIC Tribal Members in Baraga County and the Marquette County Trust Property are eligible to apply for assistance.

Applicant Requirements: All applicants must provide a **Letter of Hire** from current employer *or* a list of job requirements per their supervisor. A **Tribal ID Card** and **Fund Request Form** will also be needed.

Reimbursement: Individuals may be reimbursed for expenses covered by this policy if;

1. Funding is available through the program and
2. **Original Receipts must be provided before request is made if being used for equipment/work clothes. All other requests require receipts to be returned immediately or applicant will be billed for cost.**



KBIC – TERO

Pre-Employment/Job Readiness Assistance Fund

Name: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

KBIC Enrollment Number: _____ **MUST SUBMIT COPY OF ENROLLMENT CARD**

What is the Purpose of Funds you are requesting (equipment, travel, certification, etc):

Are you unemployed? Yes No Is funding request to obtain a job? Yes No

Have you utilized this funding before? Yes No – If Yes when? _____

Place of Employment/Training: _____

I, _____, understand the rules and policy regarding the Job
(Print Name)

Readiness Assistance Fund. All information provided is accurate and valid. TERO reserves the right to verify employment and may contact my place of employment or training as needed - before funds may be allocated.

I have not utilized this funding for assistance in the past three [3] years.

Applicant Signature

Date

TERO Director

Date