



Little River Band of Ottawa Indians

Department of Commerce

Workforce Development Program

2608 Government Center Manistee, Michigan 49660

Phone: (231) 398-6717 Email: Workforce@lrboi-nsn.gov

CITIZEN INFORMATION: (Please Print Clearly)

Name: _____ Enrollment #: _____

Birthdate: _____ Social Security Number #: _____
MM/DD/YYYY

Enrollment Address: _____
Street City State Zip

Telephone Number: _____ Alternate Telephone Number: _____

Email Address: _____

Currently Employed: Yes or No (Select One) Company Name: _____

Company Address: _____
Street City State Zip

Company Phone: _____ Supervisor's Name/Title: _____

If No, are you actively seeking employment? Yes or No (Select One)

Attending or Graduated College: Yes or No If yes, name: _____
(Select One)

Degree Program: _____ Year of Completion _____

High School Diploma or GED? Yes or No Year: _____ Do you have a resume? Yes or No
(Select One) (Select One)

What are the areas of employment interest? _____

Do you have any trainings, licenses and/or certifications that would help you in attaining employment?
Yes or No (Select One)

Please List Below:

Title Type: T - L - C Offered by Date

Brief Description

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Brief Description

Title	Type: T - L - C	Offered by	Date
Brief Description			

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Programs of Interest: Please review Program Guidelines for Eligibility and Purpose - Please check all that apply

- ☐ Career Assistance
- ☐ Vocational Training
- ☐ Development and Training
- ☐ Academic Internship
- ☐ Professional Internship
- ☐ Adult Work Experience (18+)
- ☐ Youth Work Experience (Under 18)
- ☐ Childcare (ONLY in coordination with comprehensive WFD programming)

List Barriers to Securing or Maintaining Employment:

List the Purpose/Use of Requested Funds:

PROGRAM & DEMOGRAPHIC INFORMATION:

Head of Household _____ OR Member of Household _____

Household Size: 1 _____ 2-3 _____ 4-5 _____ 6+ _____

Household Income: Less than \$33,000 _____ \$33,000-\$50,000 _____ \$50,001+ _____

Do you have access to an Internet-connected computer?

- ☐ Yes
- ☐ No

Are you comfortable or proficient with office productivity software (MS Office, Google Workspace, Apple iWork)?

- ☐ Yes
- ☐ No
- ☐ Maybe

Would you be interested in receiving support or resources to improve your knowledge of job applications, resumes, and cover letters?

- ☐ Yes
- ☐ No
- ☐ Maybe

How confident do you feel managing your personal finances (such as budgeting, saving, and paying bills)?

- ☐ Very Confident
- ☐ Somewhat Confident
- ☐ Not Confident

Would you be interested in receiving support or resources to improve your financial skills knowledge (budgeting, credit access, etc.)?

- ☐ Yes
- ☐ No
- ☐ Maybe

I attest that all information provided in this application is true and complete.

Printed Name

Signature

Date

By marking this box, I acknowledge that the typed signature on this form represents my legal signature

Background/Pre-hire Process: A background application must be filled out in its entirety and turned into Workforce Development. WFD will make an appointment with Little River Band of Ottawa Indians (LRBOI) Public Safety Department where fingerprints will be taken, an ICHAT/State of Michigan report run, as well as a check through the LRBOI court system. It is then returned to WFD where it is sent to an FBI handler for a federal check. Upon receiving a complete package of information, it will be reviewed by a trained/certified adjudicator. If the results are favorable, the applicant will be contacted to schedule the first day of work. If the results are less than favorable, the results will be reviewed with the applicant.

LRBOI is a drug free workplace. Therefore, a drug test will be required and scheduled for the applicant at the Munson Occupational Medical center – next to Munson Manistee Hospital. If a negative result is received, then you are clear to move on in the process. If a negative result is received, the applicant will be notified of the results. At that time the course of action will be discussed with the applicant.

Authorization to Release Information:

As an applicant, to receive benefit(s) under the Workforce Development Program of the Little River Band of Ottawa Indians, I understand that there is information that will be required to be verified by LRBOI staff. I authorize representatives of the LRBOI to confirm necessary information related to my submitted application, including for example but not limited to:

Membership status with Little River Band of Ottawa Indians; Confirmation of employment by my Employer; Work Schedule or Hours Worked

Salary information, including Hourly Wage Benefits, if any, available through Employment; College Enrollment, GPA, Student Status

I further understand that there may be other requests for information made by Workforce Development to verify additional conditions of employment, or adverse information in the event of termination. I consent to the release of additional information if such request is made. I consent to the release of such information related to a termination event.

I hereby release any organization supplying confirmation to the LRBOI Workforce Development, its associates and affiliates, including representatives or its employees from any and all liability that may arise in connection with this authorization.

I acknowledge and agree that the Commerce Director or their Workforce Development staff, on behalf of LRBOI, is the designated party authorized to obtain and receive information connected with this application for benefit(s).

I understand and acknowledge there is a required pre-hire process that includes a background investigation including fingerprints and a drug test. A WFD representative will go over the background information if a less than favorable result occurs. If a less than favorable result is adjudicated, I acknowledge this will prevent me from moving forward in the employment process with LRBOI. If this happens, I understand that I may request help in locating other employers that have programs located in the area where I reside, but that help is not guaranteed.

I understand that this information will be used to determine eligibility/suitability for program participation and benefit awards, that all information collected is confidential, and have been assured by WFD staff that it will not be shared with any other department or organization unless explicitly authorized by me.

Printed Name

Signature

Date

By marking this box, I acknowledge that the typed signature on this form represents my legal signature

Little River Band of Ottawa Indians

Workforce Development Program — Skills Assessment

Instructions: Check all boxes that apply. You may select more than one per skill.

Communication Skills

Skill	Competent	Enjoy	Develop
Write, edit, translate, interpret or critique words			
Speak in public, debate, advocate, present or demonstrate an idea			
Facilitate a meeting			
Reading and following directions			
Comparing or cross-checking two lists			
Filling out forms			
Writing reports, letters and memos correctly			
Reading and understanding policies and memos			
Comfortably speaking to others you do not know			
Taking notes while someone speaks			
Finding information			
Using a map			
Explaining things to other people			
Know when to ask for help or more explanation			
Counsel or advise others			
Listening to others			
Other(s):			

Technical Skills

Skill	Competent	Enjoy	Develop
Be athletic or use physical coordination			
Build or construct things or structures			
Do skilled crafts or use hand coordination with tools			
Operate vehicles, machines or electronic equipment			
Repair or set up machines or equipment			
Installing things			
Work with earth and nature			
Gardening, landscaping and farming			
Other:			

Management and Self-Management Skills

Skill	Competent	Enjoy	Develop
Administer, set goals and priorities, plan or make decisions			
Initiate, assess needs, anticipate or create change			
Manage people, delegate tasks, direct, oversee or motivate			
Sell, negotiate, convince, promote or persuade			
Being patient with others			
Keeping a cheerful attitude			
Getting interested/excited about the task at hand			
Offering to help when it's needed			

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Workforce Development Program — Skills Assessment

Management and Self-Management Skills (continued)

Skill	Competent	Enjoy	Develop
Knowing how to take directions			
Motivating myself to do what needs to get done			
Helping motivate others to get the job done			
Prioritizing tasks so that the larger goal is met on time			
Following the rules			
Presenting a neat and professional Image			
Checking your own work			
Using courtesy when dealing with others			
Seeking help when needed			
Being eager to learn			
Speaking up for yourself			
Solving problems in a cooperative way			
Other:			

Number Skills

Skill	Competent	Enjoy	Develop
Compute, calculate, compare or record numbers			
Forecast, appraise or estimate numerical information			
Doing arithmetic correctly			
Using percentages and decimals			
Estimating costs and/or time needed to complete a job			
Using a database program on a computer			
Using a spreadsheet on a computer			
Creating and managing a budget			
Other:			

Creative / Artistic Skills

Skill	Competent	Enjoy	Develop
Perceive intuitively, sense, show insight or have foresight			
Use artistic ability, photograph, decorate, paint or sculpt			
Use creativity, visualize, imagine, brainstorm or design			
Use musical ability, sing, compose or play instruments			
Presenting artistic ideas			
Visualizing shapes			
Designing			
Drawing, illustrating, sketching			
Other:			

People and Social Skills

Skill	Competent	Enjoy	Develop
Care, treat, heal, nurse or rehabilitate others			

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Workforce Development Program — Skills Assessment

People and Social Skills (continued)

Skill	Competent	Enjoy	Develop
Counsel, empower, coach, guide or listen to individuals			
Host, comfort, please, make welcome or serve customers			
Plan social, recreational or other group events			
Problem-solve, mediate or network with people			
Teach, train, instruct, inform or explain to groups			
Caring for children responsibly			
Caring for the sick and elderly			
Calming people down			
Helping people complete a task			
Knowing how to get along with different people/personalities			
Leading groups or activities			
Other:			

Critical Thinking and Investigative Skills

Skill	Competent	Enjoy	Develop
Analyze, use logic, problem solve, examine			
Conceptualize, adapt, develop, hypothesize or discover			
Evaluate, assess, test, appraise, diagnose			
Observe, reflect, study or notice			
Research, investigate, read or interview			
Synthesize, integrate, unify or conceptualize ideas			
Other:			

Business Skills

Skill	Competent	Enjoy	Develop
Working with computers			
Using a business telephone			
Working with budgets			
Account, budget, program or systematize financial data			
Attend to detail, copy, inspect or transcribe			
Setting up and closing out a cash register			
Managing money and bills			
Organizing, filing, updating, categorizing or arranging information			
Writing business documents			
Coordinating events			
Fund-raising			
Other:			

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Workforce Development Program — Skills Assessment

Skill Reflection

1. List your top five to ten favorite skills you would most enjoy utilizing in your work (include skill category):

2. Which of those favorite skills do you consider strengths or things you are very good at:

3. Which top five skills would you like to develop, improve, or learn: