

Birthday Party For
VAL GROUT
 Family and friends would like to invite
 you to come celebrate with us.
Community Center
March 24 ••• Potluck 1pm
 R.S.V.P. Sharon 503-879-2116
 Janell 503-879-2252

Happy 7th Birthday
TREY SHAW
 March 23rd
Happy Belated 2nd Birthday
TYNAN WHITEFEATHER
 January 21.
 Love Mommy Sonia
 & Sister Leneisha

HAPPY 6th BIRTHDAY
KELLY

 March 18
 Love from
 Grandma &
 Grandpa
 (Wilma & Jim),
 Jimmy, Kelly,
 Mom & Dad

March 21st
Happy 50th
Stephanie Grim

 from Mom & Pop,
 also Cassandra, Jessie, Cecil,
 Richard, Lewis, Mary & Edward

Happy 6th Birthday
Ashlee Hitchcock

 Love Dad, Mom,
 Grandma Michelle, Grandpa Larry,
 Grammie Barbara, Grandpa Dennis,
 Grandma Cathy & Grandpa Peewee

Confederated Tribes of the Grand Ronde Community Skills Assessment



Please cut this page
 out, fill out the form
 and return to the
 Tribe's Human
 Resource department.
 Thank you.

Dear Tribal Members:

Human Resources is constructing a confidential Tribal Skills data base. Information about your skills, education and experience will be input and accessed sometime in the future for Tribal jobs. Even though you may be working, either for the Tribe or somewhere else, it may be beneficial that this employment information can be reviewed and considered for any future job openings that you may be qualified for. If you have any questions, please call Human Resources.

NAME _____
 Please print or type clearly. (Last) (First) (Middle)
ADDRESS (Street) _____
 (City, State, Zip) _____
TELEPHONE () _____ **MESSAGE** () _____ **CTGR Roll #** _____
EDUCATION
High School # of years completed _____ Graduated? (yes/no) _____
GED? (yes/no) _____ Institution where obtained? _____
College (yes/no) _____ Where? _____
 # of credit hours _____ Major _____ Type of degree _____ (e.g., BA, BS etc.)
 Post Graduate credit hours _____ Degree and/or education beyond Bachelors _____
 What kind of job(s) are you qualified for? _____
 What field of work would you like to be in five years from now? _____
TRAINING — INCLUDING APPRENTICESHIPS List all your vocational training and skills. _____
 List your computer skill level: (H=high, I=intermediate, B=basic)
 MSWord _____ Excel _____ Access _____ PowerPoint _____ Data Entry _____ 10 key calc. _____ Typing _____ (wpm) _____
PROFESSIONAL CERTIFICATIONS _____
SPECIALIZED WORK EXPERIENCE _____

Please Circle Which Best Fits Yourself:

ADMINISTRATIVE/CLERICAL

Typing/Keyboarding (wpm) _____
 10 Key *Touch* *Sight*
Strokes per minute _____
 Reception/Phones _____
Number of Phone Lines _____
 Office Equipment _____
 Facsimile (FAX) _____
 Copiers _____
 Dictaphones _____

COMPUTERS/SOFTWARE

Desktop (Dell, IBM, etc) _____
 Laptop _____
 Microsoft Windows _____
 Word _____
 Power Point _____
 Excel _____
 Access _____
 Groupwise E-mail _____
 Internet _____
 Other: _____

FINANCIAL/ACCOUNTING

Payables _____
 Receivables _____
 Payroll _____
 Bookkeeping _____
 Auditing _____
 General Ledger _____
 Full-cycle Bookkeeping _____
 Tax/Statistical Reporting _____
 Other: _____

FACILITY SERVICES

Janitorial/Custodial _____
 Bio Hazard Knowledge _____
 Windows _____
 Use of Industrial Cleaners _____
 Hard Floors _____
 Carpet _____
 Buffer _____
 Vacuum _____
 Other: _____

CUSTOMER SERVICE EXPERIENCE

Full Service Restaurant _____
 Fast Food/Convenience _____
 Retail _____
 Grocery _____
 Office Environment _____
 Telemarketing/Sales _____
 Banking/Financial _____
 Casino _____

CASH HANDLING

Cashier _____
 Banking/Teller _____
 Retail _____
 Grocery _____

RECEIVING/PURCHASING

Fork Lift _____
 Hand Truck _____
 Inventory _____
 Freezer _____
 Quality Control _____
 Inventory _____
 Contract Negotiation _____
 Other: _____

LANDSCAPE

General Lawn Maintenance _____
 Plant & Horticulture Maintenance _____
 Landscaping _____
 Plant I.D. _____
 Interior Plant Maintenance _____
 Trees/Shrubs _____
 Bedding Plants _____
 Pesticide Applicator License _____
 Equipment Maintenance _____
 Mowers, Weed Eaters etc. _____

FOOD SERVICE/HOSPITALITY

Current Food Handler Card _____
 Food Server (circle type) _____
Fine Dining *Fast Food* *Family Dining*
 Table Cleaning/Busing _____
 Dishwashing _____
 Prep Cook _____
 Cook _____
 Short Order Cook _____
 Sous Chef _____
 Executive Chef _____
 Pastry Chef _____
 Host/Hostess _____
 Bartending/Cocktail _____
 Banquet _____
 Food Inventory _____

INFORMATION SERVICES

System Design _____
 Programming _____
 Network Administration _____
 Project Management _____
 Novell Network _____
 Web Development/Design _____
 CAN CNE MCP MCSE A+ _____
 Other: _____

MAINTENANCE

Carpentry _____
 Masonry _____
 Mechanical _____
 Painting _____
 Electrical _____
 Wastewater Treatment _____
 MP2 Main Prog. _____
 Licenses: _____
 Other: _____

I would like someone from Human Resources to call me.

For more information please call CTGR Human Resources at 1-800-422-0232, ext. 2109 or 503-879-2109.

TO ALL TRIBAL MEMBERS:

Please fill out this form, even if you are already employed.
 You may attach a resume or application to this form.
 (Call us if you would like an application mailed to you.)

Return to:

Human Resources — TRIBAL SKILLS PROFILE
9615 Grand Ronde Rd.
Grand Ronde, OR 97347-9712