

Keweenaw Bay Indian Community  
Tribal Employment Rights (TERO/EEO)  
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**KBIC TERO - Pre-employment/Job Readiness Fund Policy**

**Purpose:** 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 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 Truth 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.**

**Pre-Employment/Job Readiness Assistance Fund**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Enrollment #: ***Need a copy of tribal ID card!*** \_\_\_\_\_

Purpose of Funds (equipment, travel, certification, etc): \_\_\_\_\_  
\_\_\_\_\_

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

Have you utilized funding before?  Yes  No –If Yes when? \_\_\_\_\_

Place of Employment/Training: \_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_, understand the rules and policy regarding the Job 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.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
TERO Director Date