



How to Create an YN TERO File

You may create a file at the Yakama Nation TERO Office, 16 South Toppenish Avenue, Toppenish, WA 98951. 1-509-865-5121 Ext. 4479. The YN TERO Office maintains a “Skills Bank” of people that are available for employment. Employers & Contractors submit requests for skilled workers from the local workforce that have a current tero file and the YN TERO Staff searches the skills bank for the individuals that meet the qualifications of the position requested. Your file may be updated as often as you please and the more information in your file increases your opportunity of being referred to a position. Files are active for 180 days if we don’t hear from you within that time your file will shift to inactive which could result in missed opportunity.

Filing in Person

It is always helpful if you bring with you to the YN TERO Office any information or papers that will help us understand your qualifications. For example, if you have certificates, diplomas, resume, you might bring them with you for your file. You might also bring with you the names of people who know your work history and information on how we may contact them.

By Telephone

Although we do not take applications over the phone, you can get the process started over the phone. You can call the Yakama Nation TERO Director, 1-509-865-5121 ext 4470, to submit basic information about your skills and availability for employment.

Your Application

The application includes the following information:

- Your name, address, and telephone number
- Copies of your identification (for example, Tribal Enrollment, Drivers License.)
- Resume, Certificates, Diploma
- References (employment history)
- Your signature

Don’t forget to sign your application. If you don’t sign it, we cannot refer you to an employer. Your application will be reviewed and if more information is needed we will contact you to gather that information. At a later date, we may contact you and put all of your information on an official referral form and ask you to carry it to your potential employer. The YN TERO Staff are available to assist you with any question you may have regarding employment between the hours of 8 a.m. & 5p.m. Monday – Friday.