

Notice of Carpenter Apprenticeship Openings

Tribal Citizens and/or Spouses of Tribal Citizens interested in the Pokagon Band Carpenters Apprenticeship Program may contact the Pokagon Band Human Resources Department to obtain an application, between the hours of 8:00 AM and 5:00PM, Monday through Friday.

Interested applicants must meet the following eligibility requirements:

1. Be a Tribal citizen, or the spouse of a Tribal citizen
2. Be at least 18 years old
3. Have a high school diploma or a G.E.D

You MUST bring proof of the above listed, verifying you are **eligible** for the Carpenter Apprenticeship Program, when you come to complete an application.

In addition, to move through the Selection phase of the process, you will need to complete the items listed below. Items A, B, and C must be completed before the Final Interview, listed in item D below. They do not have to be completed in sequential order, but all must be completed:

- A. ___ Pokagon Band Apprenticeship Application
- B. ___ TABEs Testing and score at a 9th Grade Level or Above
- C. ___ OSHA 10-Hour Class and Pass the Exam at 70% or Above
- D. ___ Final Interview

When all the above steps have been completed, you will move into the Applicant Pool. Your scores will be evaluated and you will be given a final rating and placed on a "Ranking List" according to your scores with the applicant having the highest score being at the top of the list, and all other applicants then listed in descending order based on scores.

To complete your TABES testing:

- Contact one of the test administrators at Michigan Works to schedule an appointment.
 - i. Jim 782-9864 Extension 1313
 - ii. Addie 782-9864 Extension 1300
 - iii. Lindsey 782-9864 1314
- TABE tests are given on Tuesday at 9:30 and Thursday at 9:00
- Michigan Works is located at:
601-D Front Street
Dowagiac, MI 49047

The Band will be offering one additional OSHA 10-Hour Class, before the November 1 registration deadline. The notice regarding the OSHA 10-Hour Class will be listed in the next Legislative Edition.

Your final step is to interview with the Apprenticeship Steering Committee. You will be notified of the date, time, and place for the next Final Interviews.