



Jena Band of Choctaw Indians

MAILING: Post Office Box 14, Jena, Louisiana 71342 ♦ **OFFICE:** (318) 992-2717
PHYSICAL: 551 Tuska Hina Street, Trout, Louisiana 71371 ♦ **FAX:** (318) 992-8244
WEB ADDRESS: <http://www.jenachoctaw.org/>

MOWING/ASSISTANT MAINTENANCE WORKER

Jena Band of Choctaw Indians
Employment Opportunity
Department: Maintenance
Employment Status: Part-Time
Jena, Louisiana
Immediate Supervisor: Hank Maxwell, Maintenance Supervisor

General Description

The Mowing/Assistant Maintenance Worker for the Jena Band of Choctaw Indians (JBCI) will primarily provide mowing services to all the owned properties.

Duties and Responsibilities

- Perform mowing duties for JBCI properties.
- Inspects and identifies equipment or machines in need of repair for mowing purposes.
- Loading and unloading mowing equipment and operating in a safe manner.
- Perform general services to mowing equipment such as gas and oil refills.
- Cleans and assists with upkeep of the facilities.
- Performs other related duties as assigned.

Required Skills/Abilities

- Ability to follow instructions from supervisors or senior maintenance workers.
- General knowledge operating Zero Turn Mowers, Weed Eaters and Blowers.
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.

Education and Experience

- High school diploma or equivalent required.
- Related experience preferred.
- On-the-job training offered.

Physical Requirements

- Prolonged periods in outside elements.
- Prolonged periods of setting.
- Must be able to withstand loud noises and the smell grass.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 80 pounds at a time.

Indian Preference Policy

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.

In addition to the duties outlined and referenced above, other reasonable duties in the helm of maintenance may be assigned and delegated by the maintenance supervisor, Tribal Administrator, or the Tribal Chief.



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EMPLOYMENT APPLICATION

APPLICANT INFORMATION:			
Last Name	First Name	M.I.	Today's Date
Street Address		Apartment/Unit #	
City		State	ZIP
Phone	Select One <input type="checkbox"/> Mobile <input type="checkbox"/> Land	Email Address	
Social Security Number		Driver's License Number	State Issued
Are you a Citizen of the United States?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, are you authorized to work in the U.S.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever worked for this company?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If so, When?	
Have you ever been convicted of a felony?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, explain?	

EDUCATION:	
HIGH SCHOOL	Address
FROM: TO: DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
COLLEGE	Address
FROM: TO: DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
OTHER	Address
FROM: TO: DID YOU GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree

REFERENCES: PLEASE LIST THREE PROFESSIONAL REFERENCES		
1	Full Name	Relationship
	Company Name	Phone
	Address	Email Address
2	Full Name	Relationship
	Company Name	Phone
	Address	Email Address
3	Full Name	Relationship
	Company Name	Phone
	Address	Email Address

PROFESSIONAL LICENSE:

Title/Type:	License/Certificate Number:	Expiration Date:
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WORK LOCATION / PREFERENCES:

<input type="checkbox"/> Miko's Steaks & Spirits	<input type="checkbox"/> Miko's Gaming	<input type="checkbox"/> Twisted Feather	<input type="checkbox"/> Maintenance Dept.
<input type="checkbox"/> Corporate (Trout)	<input type="checkbox"/> Timber Marking	<input type="checkbox"/> H.R.T.	<input type="checkbox"/> Other: _____
Date Available:		Desired Salary:	
Have you ever resigned a position to avoid being terminated? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, explain:			

PREVIOUS EMPLOYMENT:

1	Company:		Phone:	
	Address:		Supervisor:	
	Job Title:	Starting Salary:	Ending Salary:	
	Responsibilities:	Start Date:	Last Date:	
	May we contact your supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
2	Company:		Phone:	
	Address:		Supervisor:	
	Job Title:	Starting Salary:	Ending Salary:	
	Responsibilities:	Start Date:	Last Date:	
	May we contact your supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
3	Company:		Phone:	
	Address:		Supervisor:	
	Job Title:	Starting Salary:	Ending Salary:	
	Responsibilities:	Start Date:	Last Date:	
	May we contact your supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			

MILITARY SERVICE

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable discharge, explain:		

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application, resume, or interview may result in my release from employment.

All employees of Jena Band of Choctaw Indians must consent to and successfully pass unannounced drug screenings.

Resumes and applications are kept on file for 6 months.

Resumes are strongly encouraged but not required for upper level (professional) positions.

Complete this application and bring to the corporate office in Trout, OR mail to P.O. Box 14, Jena, LA 71342, OR email to: rdavis@jenachoctaw.org.

Signature:	Date:
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