



Siletz Tribal Elders Program
PO Box 549
Siletz OR, 97380
1-800-922-1399 ext. 1212 or 541-444-8212

Full Name:

Birth Date: Enrollment Number (please attach copy):

Social Security Number (please attach copy):

Mailing Address:
City: State: ZIP Code:

Physical Address:
City: State: ZIP Code:

Home Phone: Cell Phone:
Email:

By signing this application, I verify the truth and accuracy of all of the above information.

Elder's Signature

Date

Note:

To be complete, an application must contain:

- Participants signature
- Verification of tribal enrollment
- Verification of participant's social security number
- CIB or Tribal ID

Confederated Tribes of Siletz
Elders WEX Program
Participant Rules

Elders participating in the Elders Work Experience Program will be assigned to an agency or business according to their interests and job availability. Elders are expected to conduct themselves as professionals and must act in a courteous manner at all times. Your performance and conduct not only reflects upon you but also the agency or business and particular office or staff to which you are assigned.

The goal of the Elders Work Experience is for our Siletz Tribal Elders to gain skills, share their knowledge and to have the opportunity to interact in their community. Additionally, Elders WEX participants are able to earn a small stipend to assist them with their financial needs.

Guidelines for Work

- Appropriate dress and appearance are required for the workplace.
- You must be on time for each scheduled working day. Your supervisor will assign regular work hours.
- Any absence must be arranged in advance with your supervisor. If you are sick or going to be late, call your supervisor first thing in the morning but no later than 15 minutes after your scheduled time to report.
- You may not leave work early without the permission of your supervisor.
- Absenteeism and tardiness are serious matters and may be cause for termination from the program.
- No personal use of equipment or property of the work site will be permitted without prior permission.
- Report all injuries to your supervisor.
- Some days you may complete work tasks more quickly than expected. You are encouraged to ask your supervisor for more tasks to do.
- Use of alcohol or drugs is not permitted and will result in immediate termination from the program.
- Physical harassment, verbal harassment or intimidation of other employees will not be tolerated. You may not use repeated foul or abusive language on the job or with tribal or business staff.
- Attitude: A good attitude is shown by being punctual and by readily accepting tasks, large or small. Getting along with fellow employees at your work site is necessary. You don't have to like everyone, but you do have to get along with everyone at work.
- If you have a problem with anyone at your work site talk with the Elders Coordinator. Most problems can be solved easily if you let someone know about it before it becomes too big.

Elder's Signature

Date