Mashantucket Pequot Tribal Nation

MASHANTUCKET EMPLOYMENT RIGHTS OFFICE
Contact Information and Compliance Questionnaire

For MERO Use Only

Unless otherwise specified by the MERO, the completed form must be returned to the MERO within 30 calendar days of receipt.
If you have questions or need assistance with the completion of this form, please contact the MERO.
Throughout this form, "Native American" means an enrolled member of a federally recognized Native American tribe.

SECTION I: OVERVIEW

Name of Business on the Reservation:	**Number of Employees Currently Employed on the Reservation:**
Name of Employer, if different than Business on the Reservation:	
Employer Web Site Address:	

SECTION II: CONTACTS:

Full contact information for two company contacts, preferably one local and one corporate, if applicable, is required of all employers.
Failure of a Reservation Business to maintain at least one valid mailing address on file with the MERO will result in a penalty assessment.
A Tanger Outlet address is not considered a valid mailing address unless established with the Mashantucket Pequot Post Office.

Full Name of Primary Employer Contact:	**Full Name of Secondary Employer Contact:**
Position:	**Position:**
Mailing Address:	**Mailing Address:**
E-mail Address:	**E-mail Address:**
Best Phone No:	**Best Phone No:**
Other Phone No:	**Other Phone No:**
Fax No:	**Fax No:**

Full Name of Employer representative responsible for providing the MERO with job postings

E-mail Address:	**Phone No:**

Other contact information Employer wishes to have on file.

If the Employer believes its Reservation Business is not subject to the Preference Law, please check here ☐. If the box is checked, please proceed to Section VII and provide an explanation for your belief that the Reservation Business is not subject to the Preference Law.

SECTION III: COMPLIANCE

All questions relate only to the Reservation Business of the Employer.
Please respond by checking all applicable and providing additional requested information in Section VII.

III.1. Where are open positions typically posted/advertised?

A. ☐ Employer's website ☐ Tanger website ☐ Through MERO
B. ☐ Indeed ☐ Craigslist ☐ Glassdoor ☐ CareerBuilder ☐ LinkedIn ☐ Monster ☐ SimplyHired
C. ☐ Social Media: Please explain fully in Section VII.
D. ☐ Hartford Courant ☐ Providence Journal ☐ The Day
E. ☐ At Employer's Reservation Business. Please explain fully in Section VII.
F. ☐ Depends on the position. Please explain fully in Section VII.
G. ☐ Other. Please explain fully in Section VII.

III.2. How are all applicants (Native & non-Native) expected to apply for an open position at the Reservation Business?

A. ☐ Applications are accepted through our web-based application process. Provide web address in Section VII.
B. ☐ Hard copy applications are accepted at our Reservation Business
C. ☐ Applicants must submit a web-based application, followed by a hard copy application.
D. ☐ Applicants may send an e-mail expression of interest. Provide e-mail address in Section VII.
E. ☐ The application process differs depending on the available position. Please explain fully in Section VII.
F. ☐ Other. Please explain fully in Section VII.

III.3. How does the Employer provide applicants with the opportunity to self-identify as Native American?

A. ☐ The employer asks at the interview. Please explain in Section VII how the inquiry/response is documented.
B. ☐ The employer provides the MERO self-identification form (Form 33-2500) in the following manner:
   i. ☐ Through a link in the web-based application ☐ Embedded in the web-based application
   ii. ☐ In hard copy ☐ with the application ☐ at the interview
   iii. ☐ By email
   iv. ☐ Other. Please explain fully in Section VII.
C. ☐ One or more questions have been added to the application. Please attach screen shots or application.
D. ☐ Each posting includes a request for Native American applicants who wish to receive preference to self-report:
   i. ☐ On their resumes ☐ On their cover letters ☐ On the application
   ii. ☐ Other: Please explain fully in Section VII.
E. ☐ Other. Please explain fully in Section VII.

III.4. Are any applicants discontinued from the application process before the opportunity to self-identify?

☐ Yes ☐ No If yes, explain in Section VII all reasons for discontinuation prior to the opportunity to self-identify.

III.5. How do Native American applicants receive notice of their rights under Tribal law?

A. ☐ The Employer provides the MERO notice (Form 33-0501) in the following manner:
   i. ☐ Through a link in the web-based application ☐ With the hard copy application
   ii. ☐ At the interview
   iii. ☐ By email
   iv. ☐ Other. Please explain fully in Section VII.
B. ☐ Other. Please explain fully in Section VII.

III.6. How do Native American employees receive notice of their rights under Tribal law?

A. ☐ MERO notice language (Form 33-0501) is included in personnel policies distributed to employees.
B. ☐ The MERO notice (Form 33-0501) is posted with other employee notices at the Reservation Business.
C. ☐ Other. Please explain fully in Section VII.

SECTION IV: EMPLOYER COMPLAINT PROCESS

Maintaining a complaint process for Native Americans is NOT required; however, if an effective complaint process is made available, the Native American would be required to use the Employer's complaint process before filing a claim with the MERO.

Does the employer have a complaint process that an applicant/employee can access if s/he believes the employer has violated the Preference Law? Yes No If yes, provide a copy of the complaint process or policy and explain how the Employer provides notice of the complaint process in Section VII.

SECTION V: KEY POSITIONS

Positions the Employer designates as "key" may be published as such by the MERO.

Are there any positions at the Reservation Business that the Employer classifies as "key" (as defined in the Preference Law) for which the Employer does not afford preference. Yes No If yes, identify each position in Section VII. **Note:** Failure to identify on this form a position for which the Employer does not afford preference because the position is considered "key" constitutes a waiver of the Employer's right to self-designate the position "key."

SECTION VI: PREFERENCE STATEMENTS

Each position posting, through the MERO or otherwise, must include a preference statement.

VI.1. Please provide the preference statement the Employer uses in its postings for those positions at the Reservation Business for which preference is afforded.

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VI.2. Please provide the preference statement the Employer uses in its postings for those positions for which preference is NOT afforded. If the Employer does not use a different preference statement, please check ☐.

_____

_____

SECTION VII: ADDITIONAL INFORMATION

Please specify each answer above for which you are providing additional information. (Example: III.1.F-The Employer…)

If you add pages or attach documents, please indicate how many pages have been added/attached _____.

This Contact Information and Compliance Questionnaire may be signed manually or electronically. By your signature, you certify that you understand the questions and have provided answers that are correct and complete to the best of your knowledge. An electronic signature or submission is the legal equivalent of your manual wet signature.

Signature of Employer Representative Completing Form:	**Printed Name of Employee Representative Completing Form:**	
Phone Number:	**Date of Completion:**	**For MERO use only.**
Position with Employer:		
Email Address:		

Please return the completed form by email (MERO@mptn-nsn.gov) or fax (860-396-6511).

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