

APPLICATION CHECKLIST

We are pleased that you are considering employment with Lukachukai Community Board of Education, Inc. School. We believe that our employees are the most important people in our organization. An outstanding organization comes from outstanding employees. Please take time to carefully read the instructions and complete the employment application accurately and fully.

The following documentation is required for Lukachukai Community Board of Education, Inc. Personnel office to process your application for employment. If you have any questions, please feel free to contact us at (928) 787-4403/4408.

REQUIRED DOCUMENTS: (Where applicable to position description)

Yes	No	N/A	Required Document
			LCBE, Inc. Employment Application
			Copy of Valid Driver License
			Copy of High School Diploma/GED Certificate
			Official College Transcripts (if applicable) (Original will be required upon hire
			Copy of AZ Department of Education Teaching or Administrative License --- All Teaching Positions or Academic Administrator
			Copy of AZ Department of Public Safety Finger Print Clearance Card – All Teaching Positions
			Local Law Enforcement Background Check (Conducted Six months) --- Window Rock Police Department is closed on Tuesday and Thursday. 928-871-7621 (5yrs)
			\$45.00 Money Order payable to: Personnel Security Consultants for FBI Background Check.
			Arizona Motor Vehicle Report (5 years)
			Current Personal Resume (Note: a resume may not be substituted for an employment application)
			Three (3) Current Letters of Recommendation (written for applicants within past two years)
			Certificate of Indian Blood (Must be submitted if claiming Indian Preference)
			DD-214, if claiming Veteran's Preference
			Copy of Valid CPR/First Aid Card

An incomplete application will not be considered. It is the applicant's responsibility to ensure all required documents are submitted. LCBE, Inc. will not seek missing items.

LIVING CONDITIONS: Housing is available for rental on campus (Efficiency, 1, 2, 3 bed room)

BENEFITS: Employee Medical, Dental, Vision, Short term Disability, Life Insurance paid by employer. Other options available: 401K Retirement Plan

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1923 (Title 25, USC Section 472). Certificate of Indian Blood must be submitted with application, if claiming Indian Preference. LCBE, Inc. shall comply with the requirements of Navajo Nation Preference Employment Act. 15NNC Navajo Nation Code.

VETERAN PREFERENCE: Submit DD-214, if claiming preference.

EOE: Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin or other non-merit factors.