



LITTLE SINGER COMMUNITY SCHOOL

P.O. Box AQ * Winslow, Arizona 86047 * (928) 686-6108

Employment Application Checklist

Dear Applicant:

Thank you for your interest in employment with Little Singer Community School, Inc. Attached is the employment application; please complete and submit **ALL** documents listed below.

1. Completed School Employment Application
2. Current Résumé
3. Letter of Interest
4. Three (3) Letters of Recommendation, **CURRENT within 6 months.**
5. **\$45.00 Money Order payable to:** Personnel Security Consultants for Federal FBI Background Check (*NOTE: required only upon selection*)
6. Current Navajo Nation Background Check (10 years) (*NOTE: must be within the past 3 months*); **Requires a \$15.90 money order payable to the "Navajo Nation".** Photo I.D Required-state drivers' license, and copy of your social security card. The application for Navajo Nation background check must be notarized. "Requester" portion **MUST** read "Little Singer Community School Inc". Submit the original Navajo Background check to LSCS.
7. AZ DPS Fingerprint Clearance Card
8. Arizona Motor Vehicle Report (5 years)
9. Certificate of Indian Blood (CIB)
10. Copy of University/College Degree, High School Diploma or GED Certificate
11. Unofficial College and/or University transcripts (*NOTE: official transcripts will be required only upon selection*)
12. First Aid & CPR Certificate

Upon receiving your application, the Human Resource office will assess and review your packet to ensure you meet the minimum qualifications for the position you are applying to. The Human Resource office will be in contact to schedule an interview if you meet the qualifications.

Again, thank you for your interest in employment with Little Singer Community School, Inc. If you have any questions, please contact the Human Resource office at (928) 686-6108.

Sincerely,
Human Resources