

Naatsis' Aan Community School



Naatsis' Aan Community School, Inc.
P.O. Box 10010
Tonalea, Arizona 86044
Telephone: (928) 672-2335
Fax: (928) 672-2609
Website: www.ncswarriors.org

DOCUMENT CHECKLIST:

The following documents are to be included when applying for the **Classified** Position(s):

- Completed NCS, Inc. Application for Employment
- Letter of Interest, signed
- Current Resume
- Three (3) Letters of Recommendation, signed
- Personnel Security Consultants, Inc. for Federal FBI Background
- Current Navajo Nation background check (10 years), which can be obtained from any Navajo Nation Police Department. (\$15.90 money order payable to the NAVAJO NATION). Must be obtained within 3 months of application date.
- Arizona DPS Fingerprint Clearance Card. Please visit the DPS website @ www.azdps.gov
- Motor Vehicle Report (5 year)
- Certification of Indian Blood or Form 4432 (if applicable)
- Copy of University/ College Degree, High School Diploma or GED Certificate
- Official College and/or University Transcript
- CPR/ First Aide Certificate

Condition of Employment: Must complete and successfully pass an Arizona Department of Education and Federal, State, and Tribal background clearance.

Naatsis' Aan Community School, Inc. is an Equal Opportunity Employer and has adopted the Navajo Preference in Employment.

All positions require a valid driver's license. If appointed, applicant is subject to a favorable adjudicated background investigation at his/ her own expense prior to start of employment in accordance with P.L. 101-630, P.L. 101-647 & 25 CFR 63.